Trium

MONDO
Pocket PC

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Basic Skills

Learning to use your Mondo is easy. This chapter describes the basic concepts of using and customizing your Mondo.

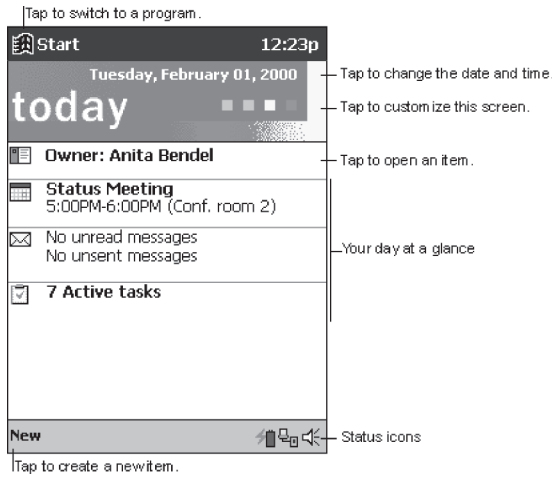
• Today Screen

When you turn on your Mondo for the first time each day (or after 4 hours of inactivity), you'll see the Today screen.

The Telephone application standby screen will then be displayed.

You can also display it by tapping and then **Today**. On the Today screen, you can see at a glance important information for the day.

You may see the following status icons on the command bar:



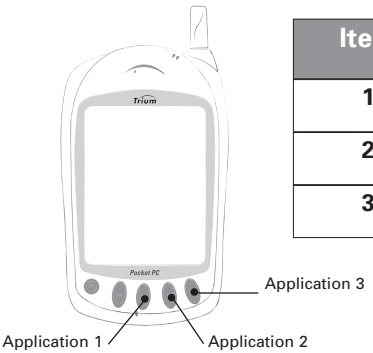
Status Icon	Meaning
	Turns all sounds on and off
	Backup battery is low
	Backup battery is very low
	Main batteries are charging
	Main batteries are low
	Main batteries are very low
	External (AC) power source is connected
	Dial-up connection is active
	Direct connection is active

• Programs

You can switch from one program to another by selecting it from the menu (you can customize which programs you see on this menu. For information, see "Adjusting Settings", later in this chapter). To access some programs, you'll need to tap , **Programs**, and then the program name.

Some programs have abbreviated labels for check boxes and drop-down menus. To see the full spelling of an abbreviated label, tap and hold the stylus on the label. Drag the stylus off the label so that the command is not carried out.

You can also switch to some programs by pressing a program button. Your Mondo has one or more program buttons located on the front or side of the Mondo. The icons on the buttons identify the programs they switch to.



Item	Icon	Program
1		Microsoft Internet Explorer
2		Microsoft Task
3		Microsoft Note taker

The following table contains a partial list of programs that are on your Mondo. Look in the Extras folder on the ActiveSync CD for additional programs that you can install onto your Mondo.

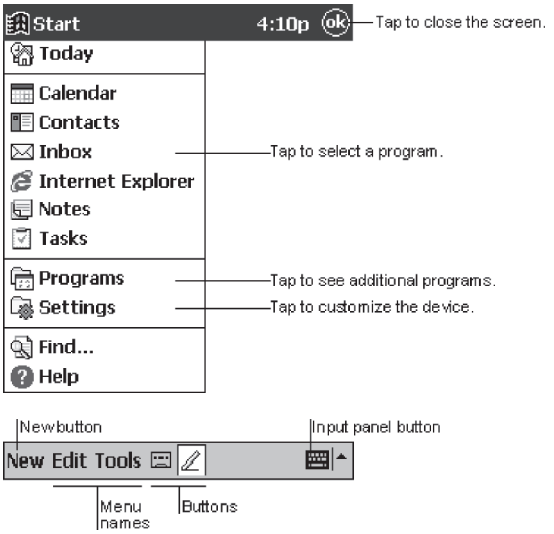
Icon	Program	Description
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your friends and colleagues.
	Inbox	Send and receive SMS and e-mail messages.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Pocket Excel	Create new workbooks or view and edit Excel workbooks created on your desktop computer.
	Pocket Word	Create new documents or view and edit Word documents created on your desktop computer.

Icon	Program	Description
	Infrared Receive	Receive information from another Windows-powered device.
	Internet Explorer	View Web pages downloaded from your computer or connect to an ISP and browse the Web.
	Microsoft Money	Enter and view transactions and check on your account balances.
	Microsoft Reader	Read or listen to (using Audible) electronic books.
	Tasks	Keep track of your tasks.

• Navigation Bar and Command Bar

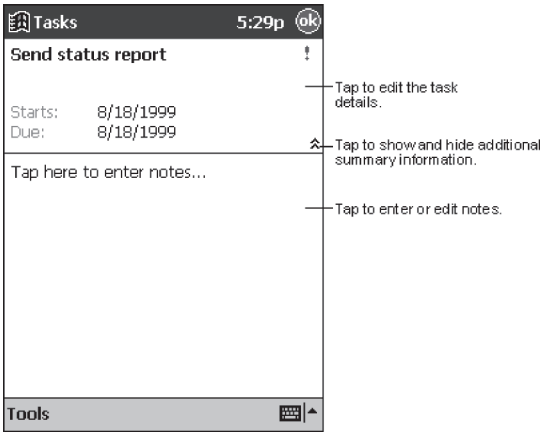
The navigation bar is located at the top of the screen. It displays the active program and current time, and allows you to switch to programs and close screens.

Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, buttons, and the input panel button. To create a new item in the current program, tap **New**. To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.



• Pop-up Menus

With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up menu in the contact list to quickly delete a contact, make a copy of a contact, or send an e-mail message to a contact. The actions in the pop-up menus vary from program to program.



To access a pop-up menu, tap and hold the stylus on the item name that you want to perform the action on. When the menu appears, lift the stylus, and tap the action you want to perform. Or tap anywhere outside the menu to close the menu without performing an action.

• Notifications

Your Mondo reminds you in a variety of ways when you have something to do. For example, if you've set up an appointment in **Calendar**, a task with a due date in **Tasks**, or an alarm in **Clock**, you'll be notified in any of the following ways:

- A message box appears on the screen.
- A sound, which you can specify, is played.
- A light flashes on your Mondo.

To choose reminder types and sounds for your Mondo, tap and then **Settings**. In the **Personal** tab, tap **Sounds & Reminders**. The options you choose here apply throughout the Mondo.

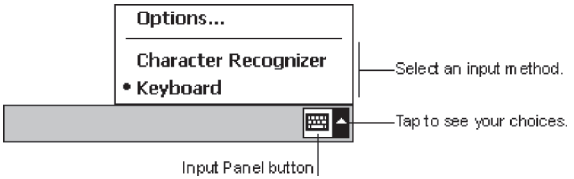
• Enter Information on Your Mondo

You have several options for entering new information:

- Use the input panel to enter typed text, either by using the soft keyboard or Character Recognizer.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into your Mondo microphone to record a message.
- Use ActiveSync to synchronize or copy information from your desktop computer to your Mondo. For more information on ActiveSync, see the booklet accompanying the ActiveSync CD or ActiveSync Help on your desktop computer.

• Typing Using the Input Panel

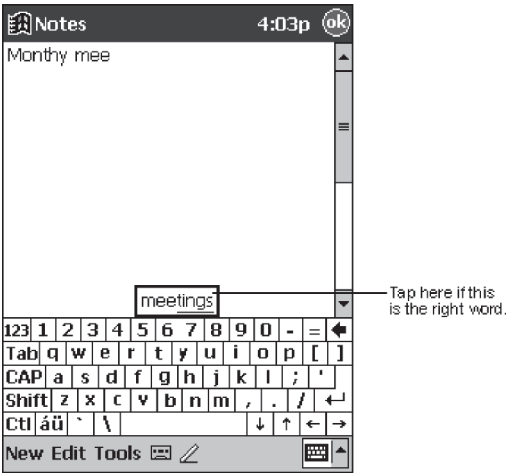
Use the input panel to enter information in any program on your Mondo. You can either type using the soft keyboard or write using Character Recognizer. In either case, the characters appear as typed text on the screen.



To show or hide the input panel, tap the **Input Panel** button. Tap the arrow next to the **Input Panel** button to see your choices.

When you use the input panel, your Mondo anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your Mondo, the more words it learns to anticipate.

*To change word suggestion options, such as the number of words suggested at one time, tap , **Settings**, **Personal** tab, **Input**, and then the **Word Completion** tab.*


Notes
4:03p
ok
Monthy mee
meetings
Tap here if this is the right word.
123 1 2 3 4 5 6 7 8 9 0 - =
Tab q w e r t y u i o p [ ]
CAP a s d f g h j k l ; '
Shift z x c v b n m , . /
Ctl áü ` \
New Edit Tools

• To type with the soft keyboard:

1- Tap the arrow next to the **Input Panel** button and then **Keyboard**.
2- On the soft keyboard that is displayed, tap the keys with your stylus.

• To use Character Recognizer:

1- Tap the arrow next to the **Input Panel** button and then **Character Recognizer**.
2- Write a letter in the box.
When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Character Recognizer, see Appendix A.

• To select typed text:

If you want to edit or format typed text, you must select it first.
- Drag the stylus across the text you want to select.
You can cut, copy, and paste text by tapping and holding the selected words and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu.

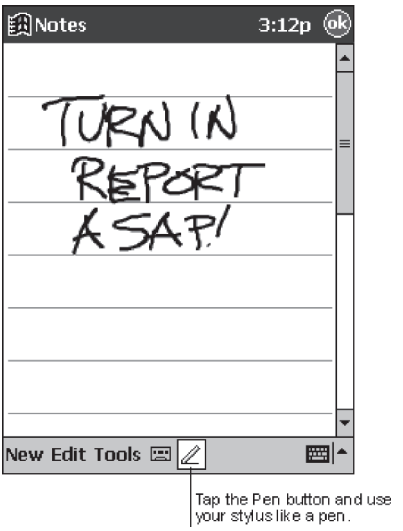
• Writing on the Screen:

In any program that accepts writing, such as the Notes program and the Notes tab in Calendar, Contacts, and Tasks, you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you've written and convert the information to text at a later time.

- To write on the screen:

Tap the Pen button to switch to writing mode. This action displays lines on the screen to help you write.

Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.



- To select writing:

If you want to edit or format writing, you must select it first.

1- Tap and hold the stylus next to the text you want to select until the insertion point appears.

2- Without lifting, drag the stylus across the text you want to select.

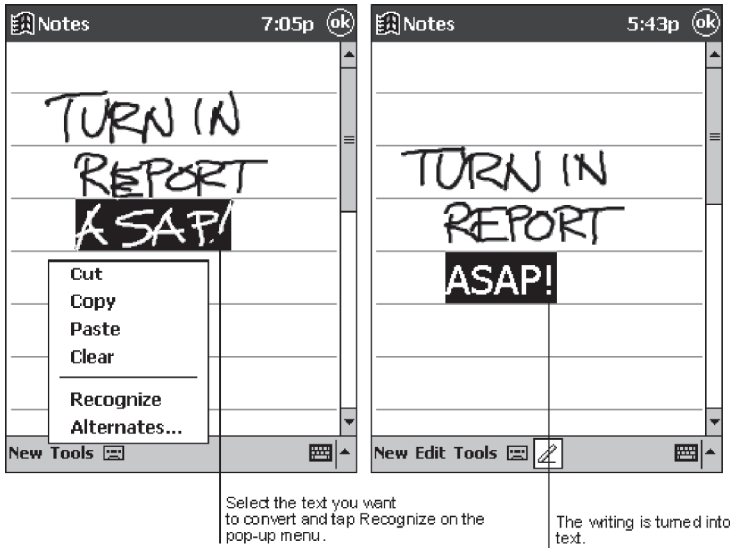
If you accidentally write on the screen, tap Tools and then Undo and try again. You can also select text by tapping the Pen button to deselect it and then dragging the stylus across the screen.

You can cut, copy, and paste written text in the same way you work with typed text: tap and hold the selected words and then tap an editing command on the pop-up menu, or tap the command on the Edit menu.

- To convert writing to text:

Tap Tools and then Recognize.

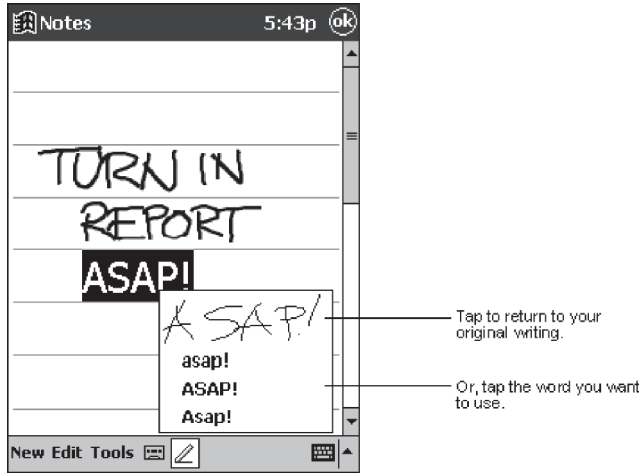
If you want to convert only certain words, select them before tapping Recognize on the Tools menu (or tap and hold the selected words and then tap Recognize on the pop-up menu). If a word is not recognized, it is left as writing.



If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing. To do so, tap and hold the incorrect word (tap one word at a time). On the pop-up menu, tap **Alternates**. A menu with a list of alternate words appears. Tap the word you want to use, or tap the writing at the top of the menu to return to the original writing.

Tips for getting good recognition:

- Write neatly.
- Write on the lines and draw descenders below the line. Write the cross of the "t" and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the **Tools** menu.



- Write the letters of a word closely and leave big gaps between words so that the Mondo can easily tell where words begin and end.
- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.
- If you add writing to a word to change it (such as changing a "3" to an "8") after you attempt to recognize the word, the writing you add will not be included if you attempt to recognize the writing again.

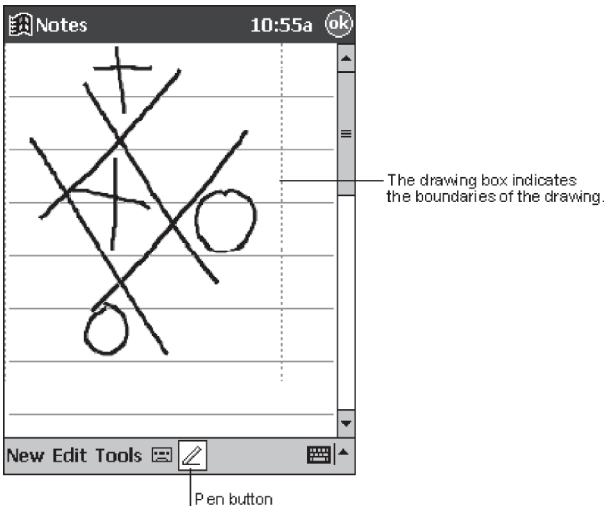
• Drawing on the Screen:

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

- To create a drawing:

Cross three ruled lines on your first stroke. A drawing box appears. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.

You may want to change the zoom level so that you can more easily work on or view your drawing. Tap ***Tools*** *and then a zoom level.*



- To select a drawing:

If you want to edit or format a drawing, you must select it first.

- Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the **Pen** button and then drag to select the drawings you want.

You can cut, copy, and paste selected drawings by tapping and holding the selected drawing and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu. To resize a drawing, make sure the **Pen** button is not selected and drag a selection handle.

• Recording a Message:

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the Notes tab. In the Notes program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first.

- To create a recording:

1- Hold your Mondo's microphone near your mouth or other source of sound.

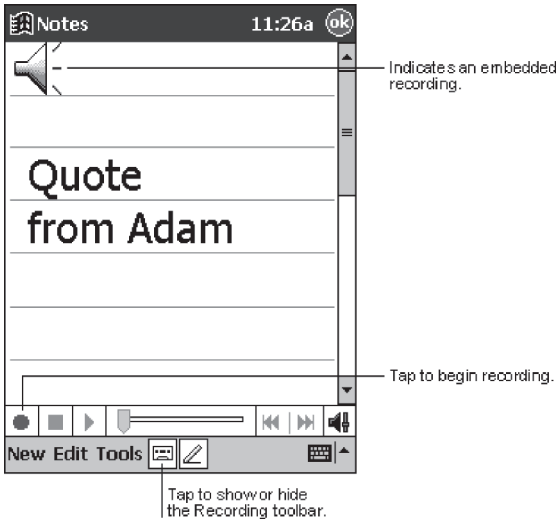
2- Press and hold the Record hardware button on your Mondo until you hear a beep.

3- While holding down the Record button, make your recording.

4- To stop recording, release the Record button. Two beeps will sound. The new recording appears in the note list or as an embedded icon.

*You can also make a recording by tapping the **Record** button on the Recording toolbar.*

To play a recording, tap it in the list or tap its icon in the note.



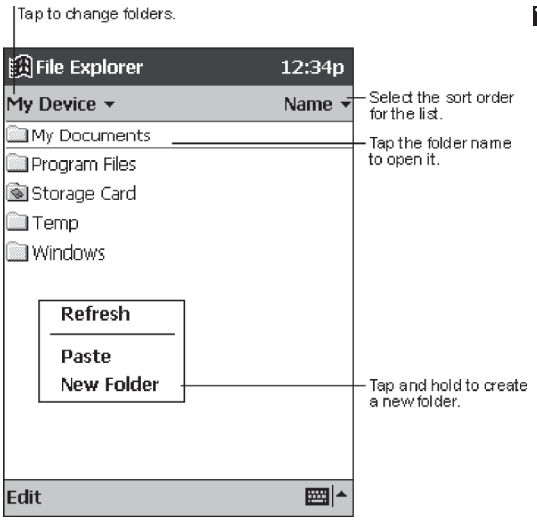
• Find and Organize Information:

The Find feature on your Mondo helps you quickly locate information.

On the menu, tap Find. Enter the text you want to find, select a data type, and then tap Go to start the search.

*To quickly find information that is taking up storage space on your Mondo, select **Larger than 64 KB** in **Type**.*

You can also use the File Explorer to find files on your Mondo and to organize these files into folders. On the menu, tap Programs, and then File Explorer.



*You can move files in File Explorer by tapping and holding the item you want to move and then tapping **Cut** or **Copy** and **Paste** on the pop-up menu.*

• Customize your Mondo

You can customize your Mondo by adjusting Mondo settings and installing additional software.

• Adjusting Settings

You can adjust Mondo settings to suit the way you work. To see available options, tap , Settings, then the Personal, System or Connections tab located at the bottom of the screen.

You might wish to do the following:

Item	Description
Align Screen	Adjust the touch screen if it is not responding accurately.
Backlight	Set the length of time before the backlight turns off when the Mondo is idle.
Buttons	Associate program buttons with specific programs and adjust the up/down control of the jog wheel.
Clock	Change the time or set alarms.
Input	Customize the input method and set word completion settings.
Memory	Adjust the allocation of storage and program memory.
Menus	Customize what appears on the menu and enable a pop-up menu from the **New** button.
Owner Information	Enter your contact information.
Password	Limits access to your Mondo.
Power	Maximize battery life.

• Setting a Password

Password security is provided to help protect against unauthorized use of your Mondo. For immediate protection, we recommend setting up password security through the Password utility in the Settings of your Mondo as soon as possible. If set, your login password must be entered each time you turn on your Mondo.

Choose a password that's easy to remember. If you forget it, you must perform a full reset to use your Mondo again. A full reset restarts your Mondo and removes all infor-mation that was stored in memory, such as your data files and your system settings.

To set your login password, follow these steps:

- Tap , Settings, then Password.
- Enter a new 4-digit PIN. This number is now your password.
- Enable the Mondo password by checking the Require password when Mondo is turned on box.
- Save your new settings by tapping OK.

Your login password is now set. The login password screen appears each time you turn on your Mondo.

• Adjusting Settings

You can adjust Mondo settings to suit the way you work. To see available options, tap , Settings, then the Personal or System tab located at the bottom of the screen.

You might want to adjust the following:

- Clock, to change the time or to set alarms
- Menus, to customize what appears on the ,menu and to enable a pop-up menu from the New button
- Owner Information, to enter your contact information
- Password, to limit access to your Mondo
- Power, to maximize battery life
- Today, to customize the information that is displayed on the Today screen.

• Adding or Removing Programs

Programs added to your Mondo at the factory are stored in ROM (read-only memory). You cannot remove or modify this software, and you'll never accidentally lose ROM contents. Programs and data files added to your Mondo after factory installation are stored in RAM (random access memory). You can install any program created for Mondo, as long as your Mondo has enough memory. The most popular place to find software for your Mondo is on the World Wide Web.

- To add programs:

You'll need to install the appropriate software for your Mondo on your desktop computer before installing it on your Mondo.

1- Determine your Mondo and processor type so that you know which version of the software to install. Tap and then **Settings**. On the **System** tab, tap **About**. In the **Version** tab, make a note of the information in **Processor**.

2- Download the program to your desktop computer (or insert the CD or disk that contains the program into your desktop computer). You may see a single *.exe file, a *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for Mondo and your Mondo processor type.

3- Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.

4- Connect your Mondo and desktop computer.

5- Double-click the *.exe file.

- If the file is an installer, the installation wizard will begin. Follow the directions on the screen. Once the software has been installed on your desktop computer, the installer will automatically transfer the software to your Mondo.
- If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your Mondo. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your Mondo. For more information on copying files using ActiveSync, see ActiveSync Help.

Once installation is complete, tap , **Programs**, and then the program icon to switch to it.

- To add a program to the Start menu:

Tap , **Settings**, **Menus**, the **Start Menu** tab, and then the check box for the program. If you do not see the program listed, you can either use File Explorer on your Mondo to move the program to the Start Menu folder or use ActiveSync on the desktop computer to create a shortcut to the program and place the shortcut in the Start Menu folder.

- **Using File Explorer on the Mondo:** Tap , **Programs**, **File Explorer**, and locate the program (tap the folder list, labeled **My Documents** by default, and then **My Device** to see a list of all folders on Mondo). Tap and hold the program and tap **Cut** on the pop-up menu. Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window, and tap **Paste** on the pop-up menu. The program will now appear on the menu. For more information on using File Explorer, see "Find and Organize Information," earlier in this chapter.

- **Using ActiveSync on the desktop computer**: Use the Explorer in ActiveSync to explore your Mondo files and locate the program. Right-click the program, and then click **Create Shortcut**. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut now appears on the menu. For more information, see ActiveSync Help.

- To remove programs:

Tap and then **Settings**. On the **System** tab, tap **Remove Programs**.

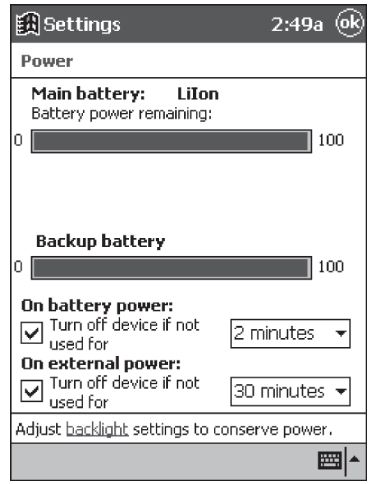
If the program does not appear in the list of installed programs, use File Explorer on your Mondo to locate the program, tap and hold the program, and then tap **Delete** on the pop-up menu.

• Power

When you are working with your Mondo and using battery power, you can monitor the charge held in the battery by using the Power window. To conserve battery power, your Mondo automatically powers off whenever it is idle for a continuous period of time. If you are running on battery power, you can conserve charge if you shorten the idle time before your Mondo automatically powers off.

- To display the Power control panel:

- Tap , **Settings**, **System**, then **Power**.
- If the battery is low on charge, the battery icon appears on the command bar on the Today screen. Tap the **battery icon** to display the Power control panel.
- If the battery gets very low, your Mondo displays a warning message. If this occurs, save any unsaved data you are working on, perform a synchronization with your com-puter, then turn off your Mondo. Don't try to restart your Mondo until you have connected to external power. If your Mondo shuts down, you still have about 24 hours to recharge the battery before you lose the data on your Mondo.



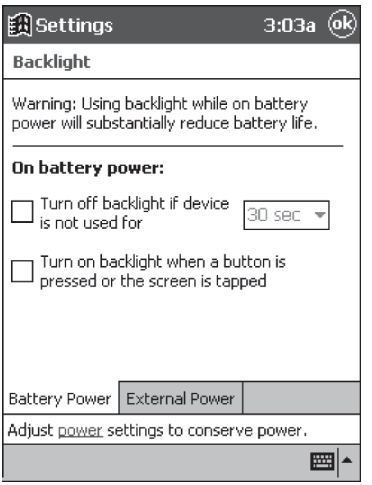
The Power control panel only shows the battery charge level if you are using the battery. If you have connected the AC adapter, the window shows the recharging status.

- To set the power off timer:

- Tap , **Settings**, **System**, then **Power**.
- Use the drop down menus to set the idle intervals before your Mondo automatically powers off.

- If you are playing an audio file on your Mondo under battery power, the display will automatically turn off after one minute if there has been no input to your Mondo. The display will turn back on once the audio file has finished playing. This power saving fea-ture is not adjustable.

• Adjusting the Backlight


Settings
3:03a
ok
Backlight
Warning: Using backlight while on battery power will substantially reduce battery life.
On battery power:
Turn off backlight if device is not used for
30 sec
Turn on backlight when a button is pressed or the screen is tapped
Battery Power
External Power
Adjust power settings to conserve power.

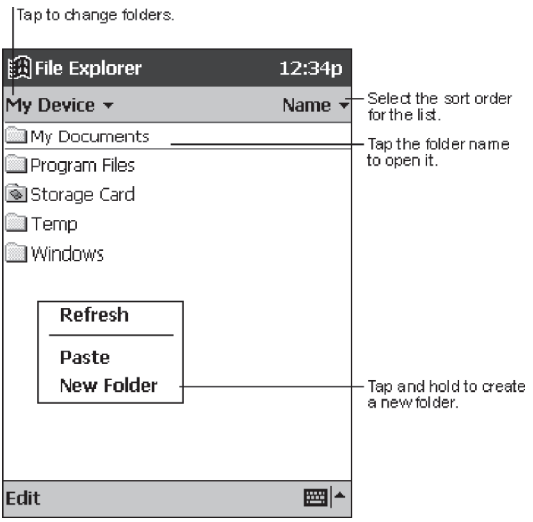
Mondo features a built-in backlight that allows you to view text and graphics clearly whether you're indoors or outdoors, in a dim study or at a brightly lit worksite.

To turn on or off the backlight press and hold the Power button for one second.

- To adjust the backlight time-out:

Use the drop-down menus to set the amount of idle time before the backlight turns off when your Mondo is using battery power and external power.

• File Explorer



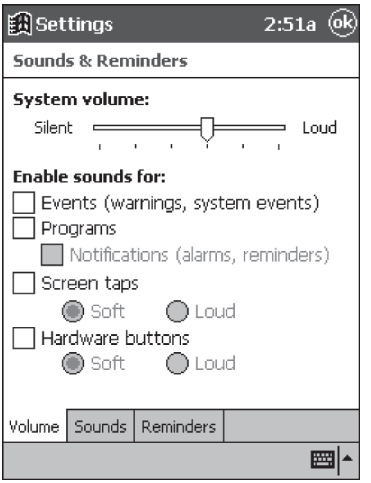
You can use the File Explorer to find files on your Mondo and to organize these files into folders. Press the Programs button, then tap **File Explorer**.

• Controlling Volume

The Volume utility provides an easy way to adjust the volume of your Mondo.Press the Settings button, then tap Volume.

or

- Tap , Settings, System, then Sounds & Reminders.
- Adjust the volume level on the slider.
- Tap OK to save the new setting.



• Backup and Restore Data

To avoid losing your data in the event that your Mondo is lost, stolen, or becomes defective, we recommends periodic backups to the your computer's hard drive. Depending on your usage, you may want to perform a backup as often as once a day. You can back up and restore your Mondo 's data using the following utility:

- ActiveSync Backup/Restore. Use this ActiveSync utility to periodically back up your Mondo 's data onto your computer's hard drive. You can manually back up data or set this utility to back up automatically each time you connect to your Pocket PC. For more information, see ActiveSync Help on your computer.

Microsoft ActiveSync

Using Microsoft ActiveSync, you can synchronize the information on your desktop computer with the information on your Mondo. Synchronization compares the data on your Mondo with your desktop computer and updates both computers with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your Mondo with your choice of Microsoft Outlook, Microsoft Schedule+, or Microsoft Exchange on your desktop computer.
- Synchronize Microsoft Word and Microsoft Excel documents between your Mondo and desktop computer. Your files are automatically converted to the correct format.

By default, ActiveSync does not automatically synchronize all types of information, for example, e-mail messages. Use ActiveSync options to turn synchronization on and off for specific information types.

With ActiveSync, you can also:

- Back up and restore your Mondo data.
- Copy (rather than synchronize) files between your Mondo and desktop computer.
- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while the Mondo is in the cradle or only when you choose the synchronize command.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose how many weeks of past appointments you want synchronized.

For information on installing ActiveSync, see the booklet accompanying the ActiveSync CD. For information on using ActiveSync, see ActiveSync Help on the desktop computer.

Microsoft Pocket Outlook

Microsoft Pocket Outlook® includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail addresses stored in Contacts can be used to address e-mail messages in Inbox.

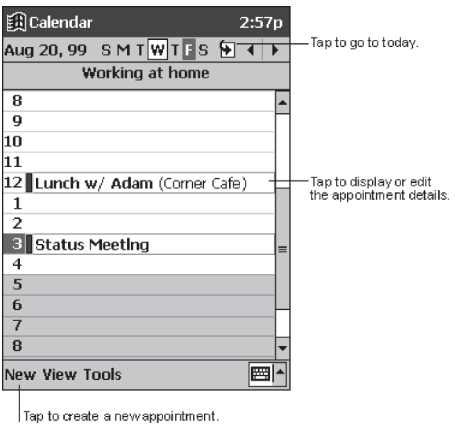
Using ActiveSync, you can synchronize information in Microsoft Outlook, Microsoft Schedule+, or Microsoft Exchange on your desktop computer with your Mondo. Each time you synchronize, ActiveSync compares the changes you made on your Mondo and desktop computer and updates both computers with the latest information. For information on using ActiveSync, see ActiveSync Help on the desktop computer.

You can switch to any of these programs by tapping them on the menu.

• Calendar: Scheduling Appointments and Meetings

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views by using the View menu.

*You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.*



- To create an appointment:

1- If you are in Day or Week view, tap the desired date and time for the appointment.

2- Tap New.

3- Using the input panel, enter a description and a location. Tap first to select the field.

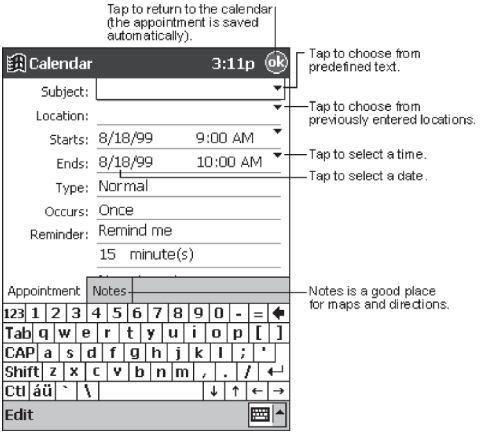
4- If needed, tap the date and time to change them.

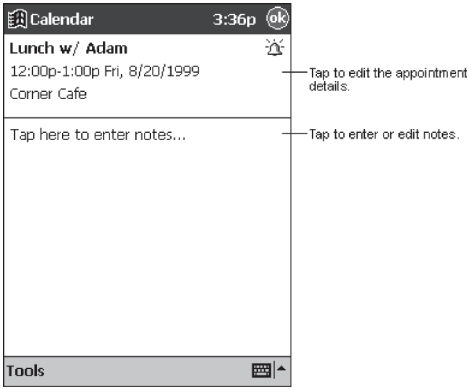
5- Enter other desired information. You will need to hide the input panel to see all available fields.

6- To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas", later in this chapter.

7- When finished, tap OK to return to the calendar.

*If you select **Remind me** in an appointment, your Mondo will remind you according to the options set in , **Settings**, **Personal** tab, **Sounds & Reminders**.*





- Using the Summary Screen:

When you tap an appointment in Calendar, a summary screen is displayed. Tap the top portion of the summary screen to change the appointment.

- Creating Meeting Requests:

You can use Calendar to set up meetings with users of Outlook, Pocket Outlook, or Schedule+. The meeting notice will be created automatically and sent either when you synchronize Inbox or when you connect to your e-mail server. Indicate how you want meeting requests sent by tapping **Tools** and then **Options**. If you send and receive e-mail messages through ActiveSync, select **ActiveSync**.

To schedule a meeting:

1- Create an appointment.

2- In the appointment details, hide the input panel, and then tap **Attendees**.

3- From the list of e-mail addresses you've entered in Contacts, select the meeting attendees.

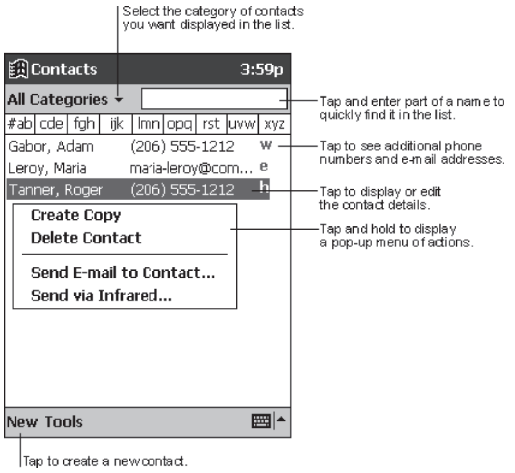
The meeting notice is created automatically and placed in the Outbox folder.

For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the Mondo.

• Contacts: Tracking Friends and Colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. Using the Mondo infrared (IR) port, you can quickly share Contacts information with other Windows-powered device users.

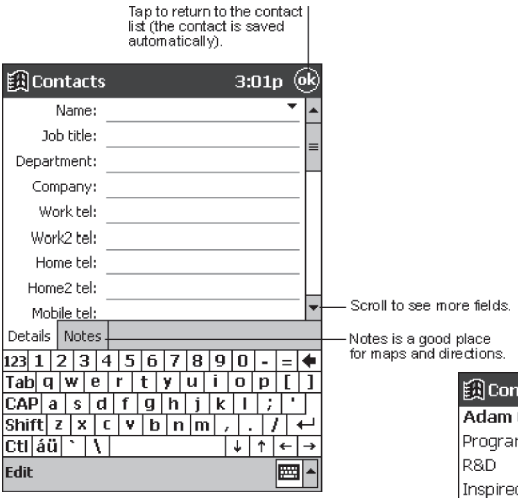
To change the way information is displayed in the list, tap ***Tools*** *and then* ***Options****.*


Select the category of contacts you want displayed in the list.
Contacts 3:59p
All Categories
Tap and enter part of a name to quickly find it in the list.
#ab cde fgh ijk lmn opq rst uvw xyz
Gabor, Adam (206) 555-1212 w
Leroy, Maria maria-leroy@com... e
Tanner, Roger (206) 555-1212 h
Tap to see additional phone numbers and e-mail addresses.
Tap to display or edit the contact details.
Create Copy
Delete Contact
Send E-mail to Contact...
Send via Infrared...
Tap and hold to display a pop-up menu of actions.
New Tools
Tap to create a new contact.

- To create a contact:

1- Tap **New**.

2- Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.


Tap to return to the contact list (the contact is saved automatically).
Contacts 3:01p ok
Name:
Job title:
Department:
Company:
Work tel:
Work2 tel:
Home tel:
Home2 tel:
Mobile tel:
Scroll to see more fields.
Details Notes
Notes is a good place for maps and directions.
123 1 2 3 4 5 6 7 8 9 0 - =
Tab q w e r t y u i o p [ ]
CAP a s d f g h j k l ; '
Shift z x c v b n m , . /
Ctl áü ` \
Edit

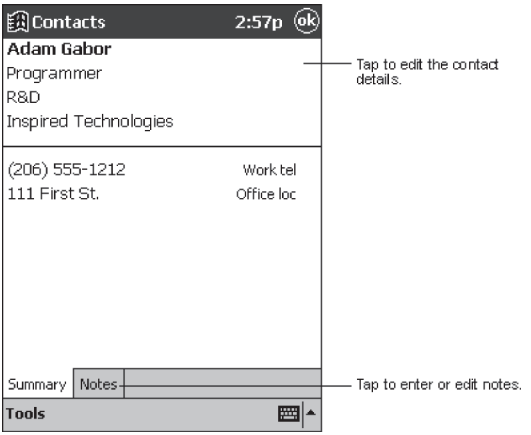
3- To assign the contact to a category, scroll to and tap **Categories** and select a category from the list. In the contact list, you can display contacts by category.

4- To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas," later in this chapter.

5- When finished, tap **OK** to return to the contact list.

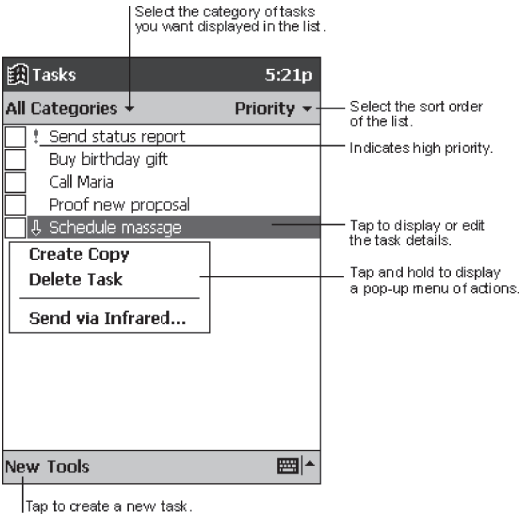
- Using the Summary Screen:

When you tap a contact in the contact list, a summary screen is displayed.



• Tasks: Keeping a To Do List

Use Tasks to keep track of what you have to do. In the task list, overdue tasks are displayed in bold (and in red on color devices).



*To change the way information is displayed in the list, tap **Tools** and then **Options**.*

- To create a task:

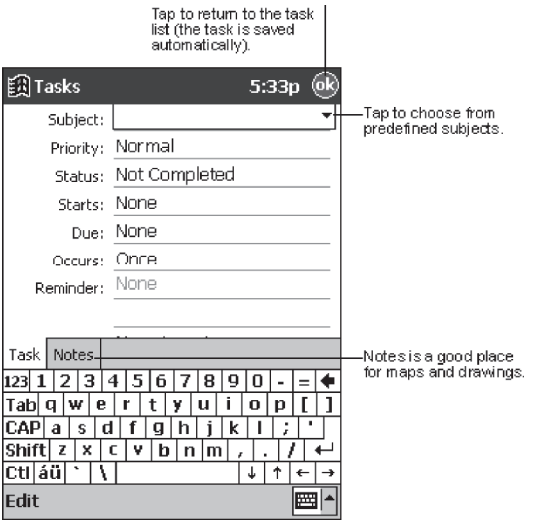
1- Tap New.

2- Using the input panel, enter a description.

3- You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you will need to hide it to see all available fields.

4- To assign the task to a category, tap Categories and select a category from the list. In the task list, you can display tasks by category.

5- To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas", later in this chapter.

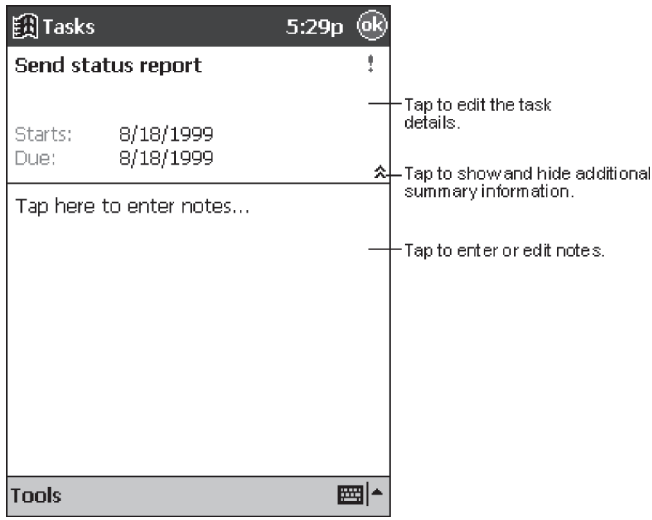


6- When finished, tap OK to return to the task list.

*To quickly create a task with only a subject, tap **Entry Bar** on the **Tools** menu. Then, tap **Tap here to add a new task** and enter your task information.*

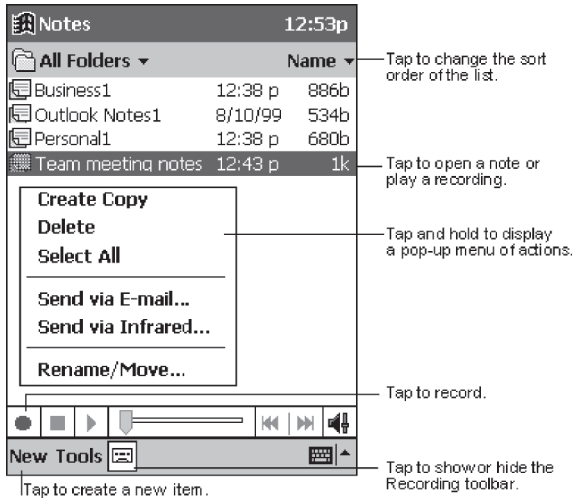
- Using the Summary Screen:

When you tap a task in the task list, a summary screen is displayed.



• Notes: Capturing Thoughts and Ideas

Quickly capture thoughts, reminders, ideas, drawings, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note list is displayed, it will be created as a stand-alone recording.



Tap to return to the note list (the note is saved automatically).
Notes
1:08p
ok
Team meeting notes:
Adam will send current status to core team.
Julie will get the revenue numbers.
Tanner is back from the conference and reports that the product was a big hit!
New Edit Tools
Tap to show or hide the input panel.
Tap to write on the screen.
Tap to add a recording to the note.

- To create a note:

1- Tap **New**.

2- Create your note by writing, drawing, typing, and recording.

• Inbox: Sending and Receiving E-mail Messages

Use Inbox to send and receive e-mail messages in either of these ways:

- Synchronize e-mail messages with Microsoft Exchange or Microsoft Outlook on your desktop computer.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network.

Please refer to the online help for further details on sending and receiving SMS messages.

- Synchronizing E-mail Messages

E-mail messages can be synchronized as part of the general synchronization process. First, you'll need to enable Inbox synchronization in ActiveSync options. For information on enabling Inbox synchronization, see ActiveSync Help on the desktop computer.

During synchronization:

- E-mail messages are copied from the Inbox folder of Exchange or Outlook on your desktop computer to the Inbox folder on your Mondo. The e-mail messages on the two computers are linked, so when you delete an e-mail message on your Mondo, it's also deleted from your desktop computer the next time you synchronize.
- E-mail messages in the Outbox folder on your Mondo are transferred to Exchange or Outlook, and then sent from those programs.

You can also synchronize e-mail messages with your desktop computer from a remote location.

- Connecting Directly to an E-mail Server

In addition to synchronizing e-mail messages with your desktop computer, you can send and receive e-mail messages by connecting to an e-mail server using a modem or network card connected to your Mondo. You'll need to set up a remote connection to a network or an ISP, and a connection to your e-mail server.

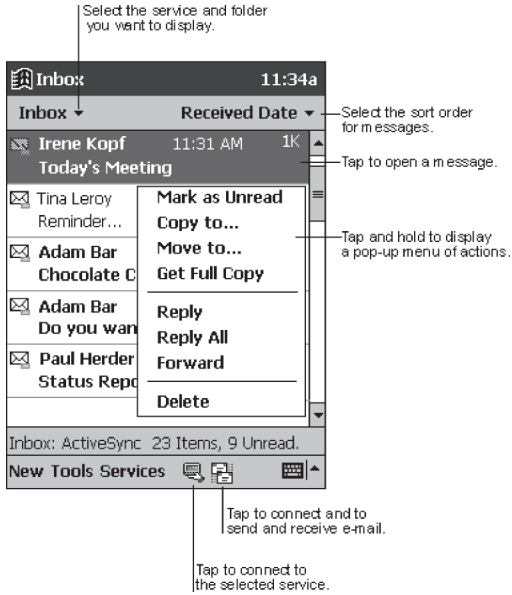
When you connect to the e-mail server, new messages are downloaded to the Mondo Inbox folder, messages in the Mondo Outbox folder are sent, and messages that have been deleted on the e-mail server are removed from the Mondo Inbox.

Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop computer. When you delete a message on your Mondo, it's also deleted from the e-mail server the next time you connect.

You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space on your Mondo.

When working offline, once you've downloaded new message headers or partial messages, you can disconnect from the e-mail server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you've marked for retrieval and sends the messages you've composed.

- Using the Message List

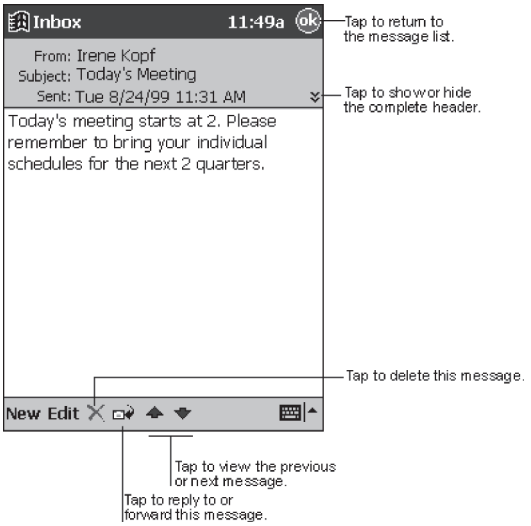


Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.

When you receive a message, tap it in the list to open it. Unread messages are displayed in bold

When you connect to your e-mail server or synchronize with your desktop computer, Inbox downloads only the first 100 lines of each new message by default. No e-mail attachments are downloaded. The original messages remain on the e-mail server or your desktop computer.

You can mark the messages that you want to retrieve in their entirety the next time you synchronize or connect to your e-mail server. In the message list, tap and hold the message you want to retrieve. On the pop-up menu, tap **Get Full Copy**. The icons in the Inbox message list give you visual indications of message status.


Inbox 11:49a
From: Irene Kopf
Subject: Today's Meeting
Sent: Tue 8/24/99 11:31 AM
Today's meeting starts at 2. Please remember to bring your individual schedules for the next 2 quarters.
New Edit
Tap to return to the message list.
Tap to show or hide the complete header.
Tap to delete this message.
Tap to view the previous or next message.
Tap to reply to or forward this message.

You'll need to download a full message before you can view its attachments. Attachments appear as icons in a window pane at the bottom of the message. Tapping an attachment icon opens the attachment if it has been fully downloaded or marks it for download the next time you synchronize or connect to your e-mail server.

You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time:

- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help.
- Change options for direct e-mail server connections in Inbox on your Mondo. Tap **Tools** and then tap **Options**. On the **Service** tab, tap the service you want to change.

- Composing E-mail Messages

To compose an e-mail message:

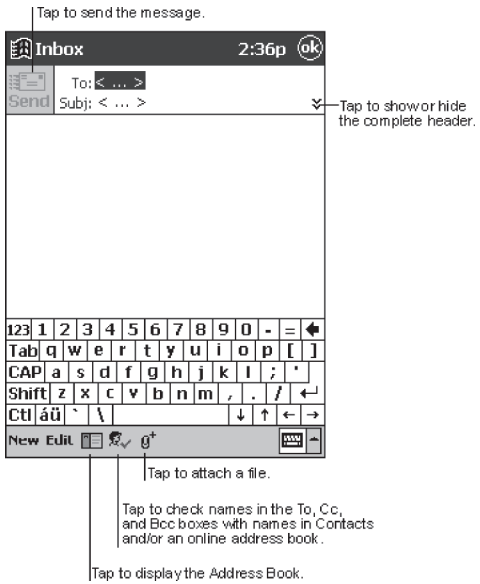
1- Tap **New**.

2- Enter an e-mail address in **To**, or select a name from the contact list by tapping the **Address Book** button. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.

3- Compose your message.

4- Tap **Send** when you've finished the message.

The message is placed in the Outbox folder on your Mondo and will be delivered in one of two ways:


Tap to send the message.
Inbox 2:36p
Send
To: < ... >
Subj: < ... >
Tap to show or hide the complete header.
New Edit
Tap to attach a file.
Tap to check names in the To, Cc, and Bcc boxes with names in Contacts and/or an online address book.
Tap to display the Address Book.

- They are transferred to the Outbox folder in Exchange or Outlook on your desktop computer and sent the next time you synchronize.
- They are transferred to your e-mail server the next time you connect. In Inbox, make sure the appropriate service is selected on the **Services** menu. Then tap the **Connect** button (or **Connect** on the **Services** menu).

Please refer to the online help for further details on sending and receiving SMS messages.

- Managing E-mail Messages and Folders

By default, messages are displayed in one of four folders for each service you've created: Inbox, Deleted (local), Outbox, and Sent. The Deleted folder contains messages that have been deleted on the Mondo. If you are using IMAP4, you may see a Deleted Items folder. This folder is for messages deleted on the e-mail server. The behavior of the Deleted and Sent folders depends on the options you have chosen. In the message list, tap **Tools** and then **Options**. On the **Message** tab, select your options.

If you want to organize messages into additional folders, tap **Tools**, and then **New Folder** to create new folders. To move or copy a message to another folder, in the message list, tap and hold the message and then tap **Move to** or **Copy to** on the pop-up menu.

- Folder behavior with ActiveSync

If you move e-mail messages into a folder you create, the link is broken between these e-mail messages and their copies on the desktop computer. When you synchronize next, the e-mail messages in the folder you created will not be synchronized. In addition, e-mail messages that are missing from the Mondo Inbox folder will be deleted from the Inbox folder on the desktop computer so that both Inbox folders match. This prevents you from getting duplicate copies of an e-mail message, but it also means that you will no longer have access to the e-mail messages you move out of Inbox except from the Mondo.

- Folder behavior with a direct connection to an e-mail server

The behavior of the folders you create depends on whether you are using POP3 or IMAP4:

- If you are using POP3, folders will behave like they do when using ActiveSync.
- If you are using IMAP4, the folders you create and the messages you move are mirrored on the e-mail server. For example, if you move two messages from the Inbox folder to a folder called Family, the e-mail server will create a copy of the Family folder and move the messages into that folder. Therefore, messages are available to you anytime you connect to your e-mail server, whether it is from your Mondo, laptop computer, or desktop computer. This synchronization of folders occurs when you create a new folder, move e-mail messages into a folder, or tap **Synchronize Folders** on the **Services** menu. If you want to view the messages in a folder while disconnected from your e-mail server, select the folder and then tap **Folder Available Offline** on the **Services** menu. This downloads the e-mail message in the folder to your Mondo.

Companion Programs

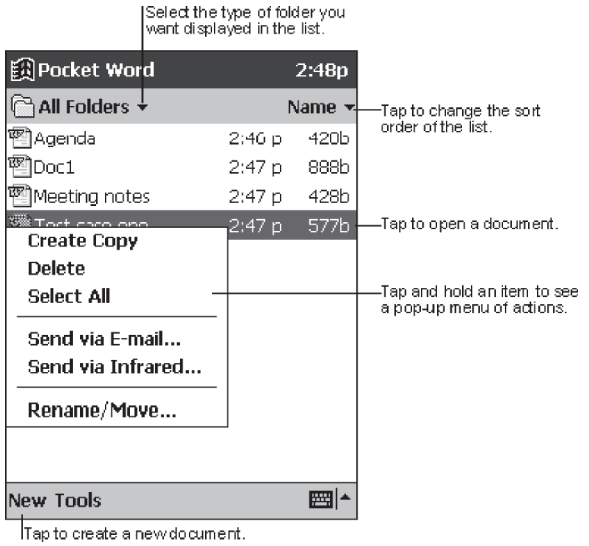
The companion programs consist of Microsoft Pocket Word, Microsoft Pocket Excel, Microsoft Money, Windows Media Player for Pocket PC, Microsoft Reader, and Microsoft Pocket Streets.

To switch to a companion program on your Mondo, tap **Programs** on the menu, and then tap the program name.

• Pocket Word

Pocket Word works with Microsoft Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your Mondo, or you can copy documents from your desktop computer to your Mondo. Synchronize documents between your desktop computer and your Mondo so that you have the most up-to-date content in both locations.

Use Pocket Word to create documents, such as letters, meeting minutes, and trip reports. To create a new file, tap , **Programs**, **Pocket Word**, and then **New**. A blank document appears. Or, if you've selected a template for new documents in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one document at a time; when you open a second document, you'll be asked to save the first. You can save a document you create or edit in a variety of formats, including Pocket Word (.psw), Rich Text Format (.rtf), and Plain Text (.txt).


Select the type of folder you want displayed in the list.
Pocket Word
2:48p
All Folders
Name
Tap to change the sort order of the list.
Agenda 2:46 p 420b
Doc1 2:47 p 888b
Meeting notes 2:47 p 428b
2:47 p 577b
Tap to open a document.
Create Copy
Delete
Select All
Tap and hold an item to see a pop-up menu of actions.
Send via E-mail...
Send via Infrared...
Rename/Move...
New Tools
Tap to create a new document.

Pocket Word contains a list of the files stored on your Mondo. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then, select the appropriate action on the pop-up menu.

You can enter information in Pocket Word in one of four modes (writing, drawing, typing, and recording), which are displayed on the **View** menu. Each mode has its own toolbar, which you can show and hide by tapping the **Show/Hide Toolbar** button on the command bar.

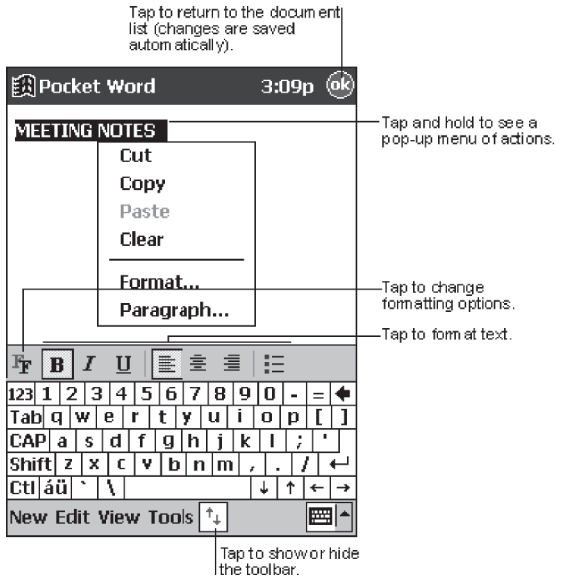
*You can change the zoom magnification by tapping **View** and then **Zoom**. Then select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.*

*If you're opening a Word document created on a desktop computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.*

- Typing Mode

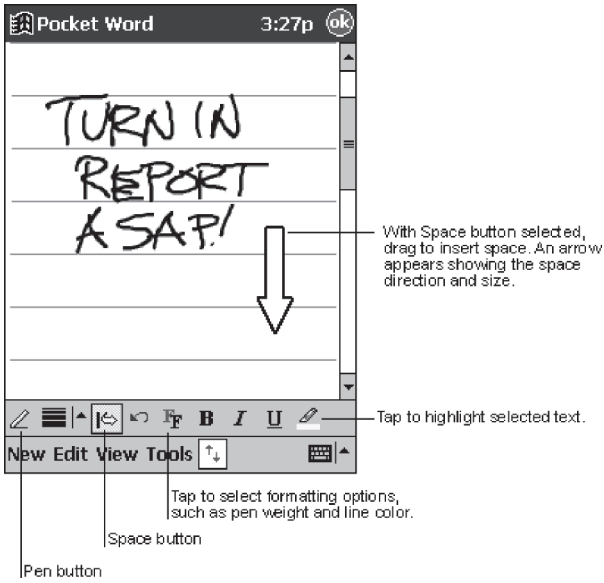
Using the input panel, enter typed text into the document.

To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find the text you want by tapping Edit and then Find/Replace.



- Writing Mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily.

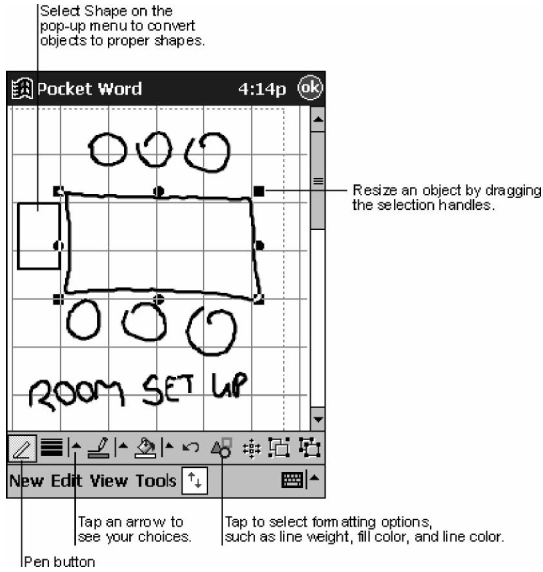

Pocket Word
3:27p
ok
TURN IN REPORT ASAP!
With Space button selected, drag to insert space. An arrow appears showing the space direction and size.
Tap to highlight selected text.
New Edit View Tools
Tap to select formatting options, such as pen weight and line color.
Space button
Pen button

If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section.

Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.

- Drawing Mode

In drawing mode, use your stylus to draw on the screen. Gridlines appear a guide. When you lift your stylus off the screen after the first stroke, you'll see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing.


Select Shape on the pop-up menu to convert objects to proper shapes.
Pocket Word
4:14p
ok
Resize an object by dragging the selection handles.
ROOM SET UP
New Edit View Tools
Tap an arrow to see your choices.
Tap to select formatting options, such as line weight, fill color, and line color.
Pen button

- Recording Mode

In recording mode, embed a recording into your document. Recordings are saved as .wav files.

For more information on using Pocket Word, tap ⊞ and then **Help.**

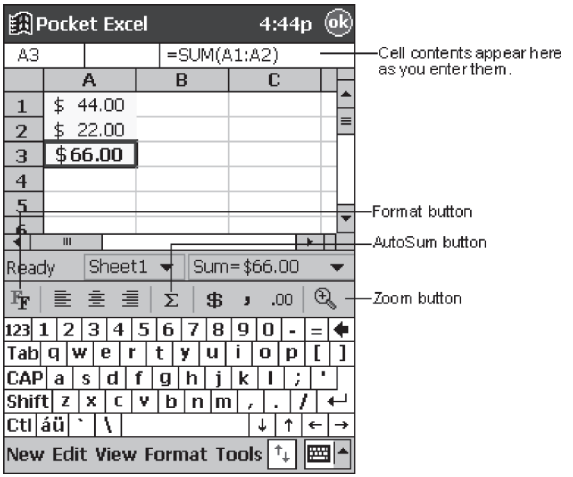
• Pocket Excel

Pocket Excel works with Microsoft Excel on your desktop computer to give you easy access to copies of your workbooks. You can create new workbooks on your Mondo, or you can copy workbooks from your desktop computer to your Mondo. Synchronize workbooks between your desktop computer and your Mondo so that you have the most up-to-date content in both locations.

Use Pocket Excel to create workbooks, such as expense reports and mileage logs. To create a new file, tap ⊞, **Programs, Pocket Excel**, and then **New**. A blank workbook appears. Or, if you've selected a template for new workbooks in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one workbook at a time; when you open a second workbook, you'll be asked to save the first. You can save a workbook you create or edit in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls).

Pocket Excel contains a list of the files stored on your Mondo. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then select the appropriate action from the pop-up menu.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View** and then **Toolbar**.



If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook, tap ***Edit****, and then* ***Password****. Every time you open the workbook, you will need to enter the password, so choose one that is easy for you to remember but hard for others to guess.*

- Tips for Working in Pocket Excel

Note the following when working in large worksheets in Pocket Excel:

- View in full-screen mode to see as much of your worksheet as possible. Tap **View** and then **Full Screen**. To exit full-screen mode, tap **Restore**.
- Show and hide window elements. Tap **View** and then tap the elements you want to show or hide.
- Freeze panes on a worksheet. First select the cell where you want to freeze panes. Tap **View** and then **Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.
- Split panes to view different areas of a large worksheet. Tap View and then **Split**. Then drag the split bar to where you want it. To remove the split, tap **View** and then **Remove Split**.
- Show and hide rows and columns. To hide a hidden row or column, select a cell in the row or column you want to hide. Then tap **Format**, then **Row** or **Column**, then **Hide**. To show a hidden row or column, tap **Tools**, then **Go To**, and then type a reference that is in the hidden row or column. Then tap **Format**, then **Row** or **Column**, and then **Unhide.**

For more information on using Pocket Excel, tap and then **Help**.

• Microsoft Money

Use Microsoft Money to easily enter and view your financial transactions, check your account balances, and track your investments. If you are using Microsoft Money on your desktop computer, you should synchronize first so that you won't have to enter your accounts and other required information on your Mondo by hand. Before you can synchronize, you will need to run the Setup program found in the MSMoney folder under Extras on the ActiveSync CD. The first time you synchronize, all Microsoft Money information on the Mondo will be replaced with information from your desktop computer. If you do not use Microsoft Money on your desktop computer, Microsoft Money on the Mondo can still be used to help organize your finances, but you will not be able to synchronize the financial information with your desktop computer.

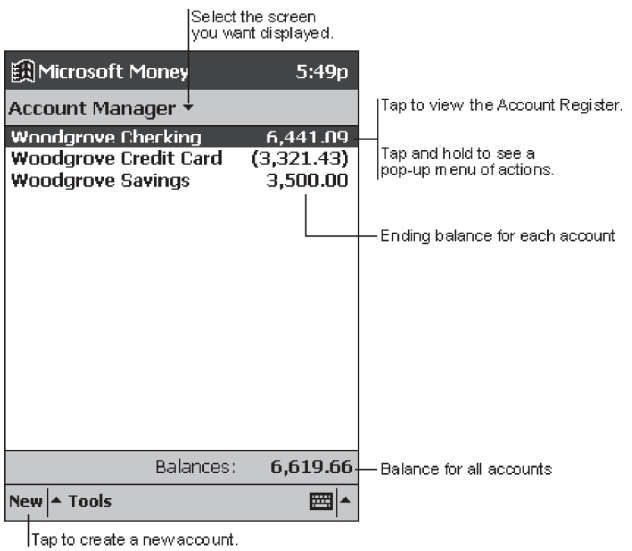
- Installing Microsoft Money

Microsoft Money is included in the Extras folder on the ActiveSync CD. To install Microsoft Money on your Mondo, go to the MSMoney folder under Extras on the ActiveSync CD, and follow the instructions in the Read Me file.

- Creating Accounts

To create a new account, tap , **Programs, Microsoft Money**, and then **New**. A screen for entering account details with a **Required** and an **Optional** tab appears. Enter the name and type of the account on the **Required** tab and the other information you want to record on the **Optional** tab and then tap **OK**. The name of the account appears in the Account Manager with its opening balance. The total of all balances for your accounts appears at the bottom of the screen.

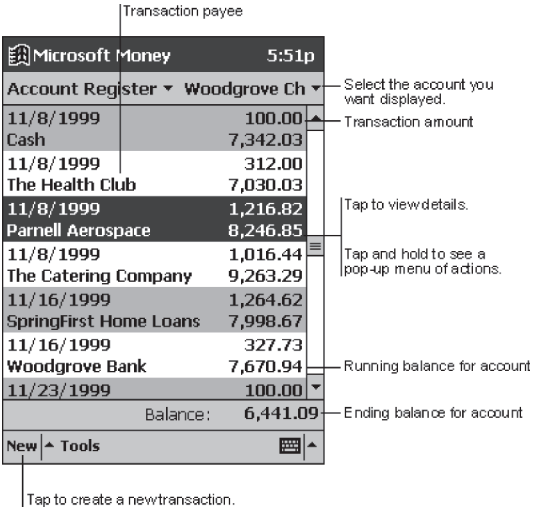
Microsoft Money shows that you are in the Account Manager in the upper-left corner of the screen. To navigate within Microsoft Money, tap the name **Account Manager**. A list of the five screens within Microsoft Money appears. Tap the screen you want to see.



- Using the Account Register

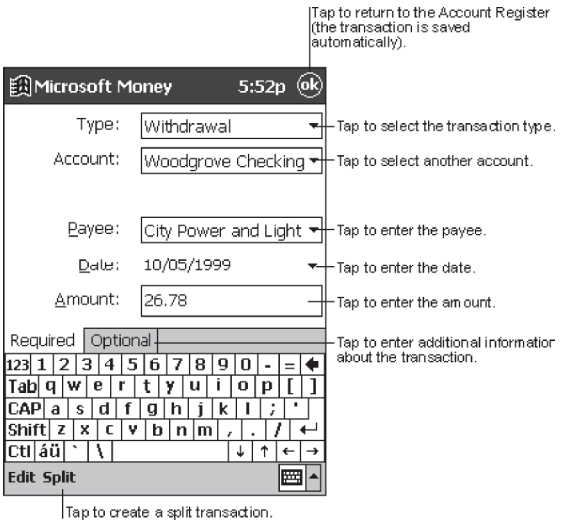
To view the Account Register for an account, tap it in the Account Manager. The Account Register displays all transactions for that account that are stored on your Mondo. For each transaction, you will see the date, the payee, the amount, and the running balance of your account as a result of the transaction. The ending account balance is displayed at the bottom of the screen.

To switch between accounts, tap the name of the current account in the upper-right corner and select another account from the list.



- Entering Transactions

Once you have the Account Register open, tap **New** to create a new transaction.


Tap to return to the Account Register (the transaction is saved automatically).
Microsoft Money 5:52p ok
Type: Withdrawal
Tap to select the transaction type.
Account: Woodgrove Checking
Tap to select another account.
Payee: City Power and Light
Tap to enter the payee.
Date: 10/05/1999
Tap to enter the date.
Amount: 26.78
Tap to enter the amount.
Required Optional
Tap to enter additional information about the transaction.
Edit Split
Tap to create a split transaction.

On the **Required** tab, Microsoft Money automatically creates a withdrawal and enters today's date. If you are not entering a withdrawal, tap the **Type** box and select **Deposit** or **Transfer**. You can also change the account in which the transaction is being created. Then, tap the **Payee** box. Using the input panel, enter the payee for your transaction. As you type, Microsoft Money tries to guess the payee that you are entering from your list of existing payees. If Microsoft Money guesses correctly, tap another field or tap **Tab** to accept the payee.

When you accept a payee, Microsoft Money enters the same amount, category, and subcategory that you used for the last transaction with that same payee. This information gets entered on the **Required** tab and the **Optional** tab. This AutoComplete+ feature helps you quickly enter similar transactions, such as ATM withdrawals. If AutoComplete+ has entered the wrong information, use the input panel to correct it.

*If you do not want Microsoft Money to automatically enter information, tap **Tools** and then **Options** and turn off AutoComplete+.*

- Entering and Tracking Investments

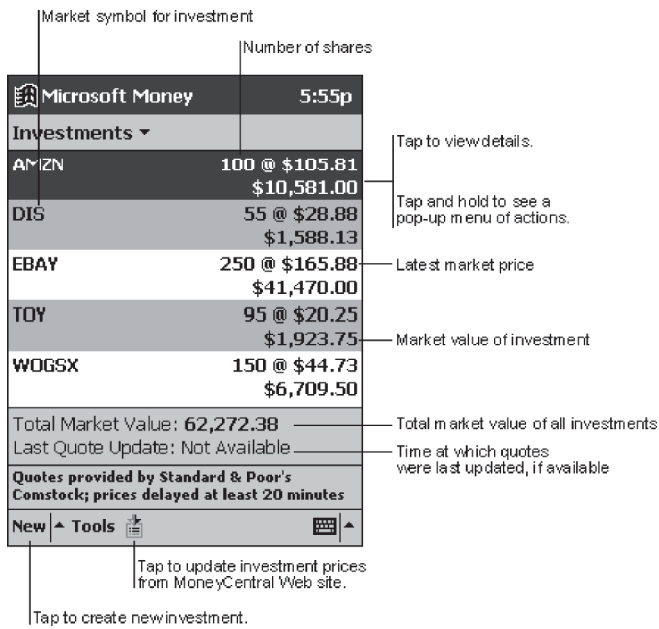
In the Investments screen, you can track the value of the investments in your portfolio. The Investments screen displays each investment with the current number of shares, their price, and market value. The total market value for all of your investments is displayed at the bottom of the screen.

To create a new investment, tap New. On the new investment screen, enter the name, symbol, current price, and number of shares. Tap OK to save the new investment.

Microsoft Money can update investment prices from the MoneyCentral Web site. To do this, open a connection to the Internet and tap Update Investments on the Tools menu. When the update is complete, Microsoft Money will record the date and time and display it after Last Quote Update at the bottom of the screen. If you do not have an Internet connection from your Mondo, you can manually update the investment prices by tapping the investment and entering a new price with the input panel.

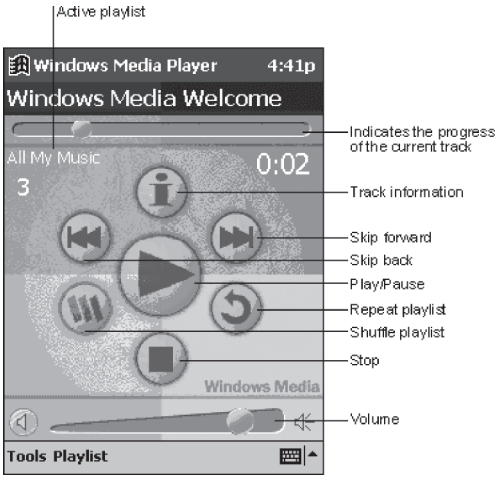
*Microsoft Money can get a quote update over any direct (IP) Internet connection, including a wireless connection or network connection. If you cannot get a quote update, check with your Internet service provider (ISP) or network administrator to see if you require a proxy server to connect to the Internet. If so, tap **Tools** and then **Options** and set up the proxy server.*

For more information on using Microsoft Money, tap and then Help.



• Windows Media Player for Pocket PC

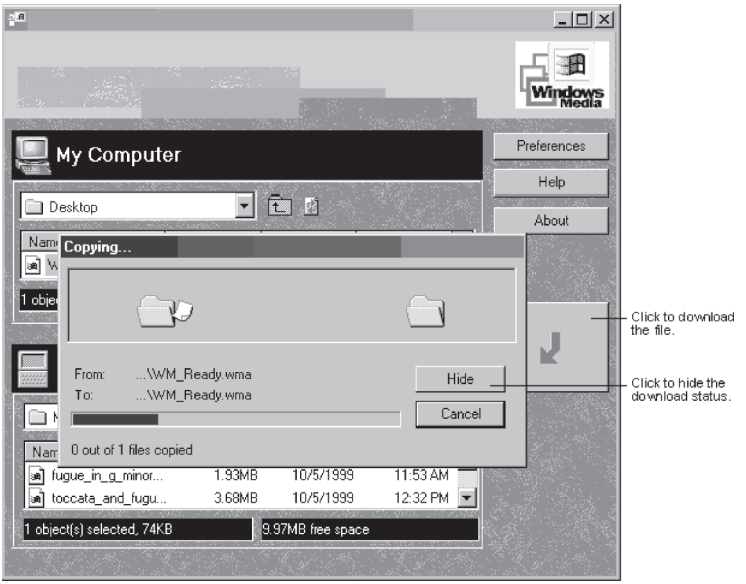
Use Windows Media Player for Pocket PC to listen to digital audio files.



To switch to Windows Media Player, tap , **Programs**, and then **Windows Media Player**.

- Using Windows Media Manager for Pocket PC

Use Windows Media Manager for Pocket PC on the desktop computer to create digital audio files in Windows Media format and to transfer audio content to your Mondo or storage card. With Windows Media format, you can create high-quality audio for your Mondo without using large amounts of Mondo memory.



You can transfer the following media formats to your Mondo for use with the Windows Media Player: ASF (Advanced Streaming Format), WMA (Windows Media Audio), MP3 (MPEG Audio Layer 3), and WAV (waveform).

Windows Media Manager is included in the Extras folder on the ActiveSync CD. You must install Windows Media Manager on your desktop computer to copy and convert digital audio files.

- What is Packaged Content?

Packaged content is digital music that has been encrypted for distribution to prevent unauthorized access to copyrighted content. Windows Media Player for Pocket PC cannot play packaged content without a valid license. First use Windows Media Player on the desktop computer to obtain packaged content that has a license that allows transferring the content to your Mondo. Then use Windows Media Manager for Pocket PC to transfer the packaged content and its license to your Mondo or storage card. To successfully transfer packaged content, your Mondo or storage card may require a hardware serial number.

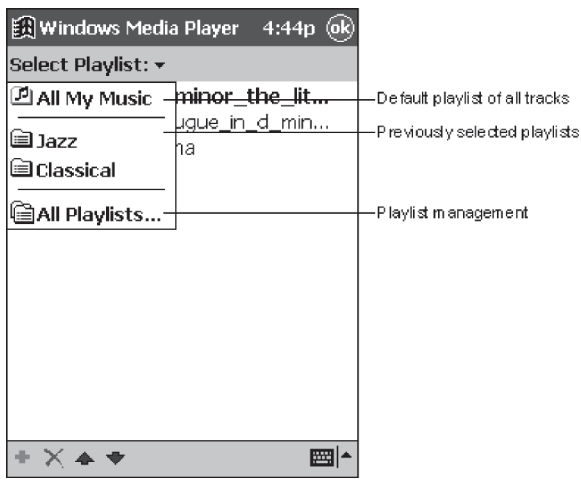
You can play packaged content until the license expires. During license download, you will be informed of the terms of the license. License terms can be for an unlimited time, a set amount of time, or a set number of playbacks. A license can support content being copied to a Mondo or storage card an unlimited number of times or one time only. Terms are entirely dependent on the content provider.

- Using the Playlist Manager

Use the playlist manager to set the track playback order. **All My Music** is the default playlist. It contains all digital audio files available for playback on your Mondo and storage card. To see a list of recently selected playlists, tap **Select Playlist.** To create or edit playlists, tap **All Playlists**.

Tap and hold a track or playlist to perform actions such as copying, moving, and deleting.

For more information on using Windows Media Player, tap and then **Help**.



• Microsoft Reader

Use Microsoft Reader to read electronic books on your Mondo.

Download books to your desktop computer from your favorite eBook Web site. Then, use ActiveSync to copy the book files to your Mondo. The books appear in the Reader Library, where you can tap them in the list to open them.

Each book consists of a cover page, an optional table of contents, and the pages of the book. Page through the book by using the Up/Down control on your Mondo or by tapping the page number on each page. You can annotate the book with highlighting, bookmarks, notes, and drawings. You can also search for text and look up definitions for words.

The Reader Guidebook contains all the information you'll need to use the software. To open the Guidebook, tap **Guidebook** on the Reader command bar. Or, on a book page, tap the book title and then tap **Guidebook** on the pop-up menu.

To switch to Microsoft Reader, tap , **Programs**, and then **Microsoft Reader**.

- Getting Books on Your Mondo

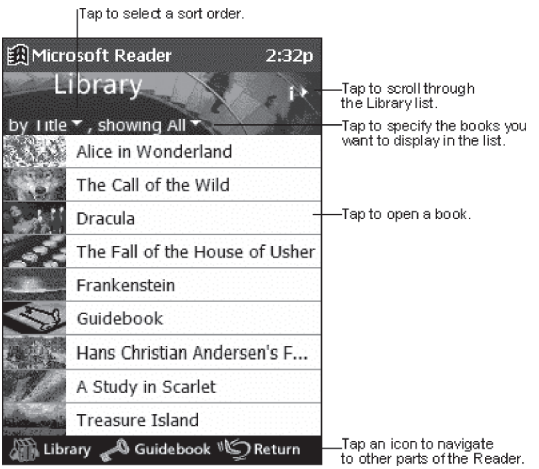
You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files. Sample books and a dictionary are also included in the MSReader folder in the Extras folder on the ActiveSync CD. Use ActiveSync to download the files from your desktop computer to your Skylark as described in the Read Me file in the MSReader folder.

- Using the Library

The Library is your home page; it displays a list of all books stored on your Mondo or storage card.

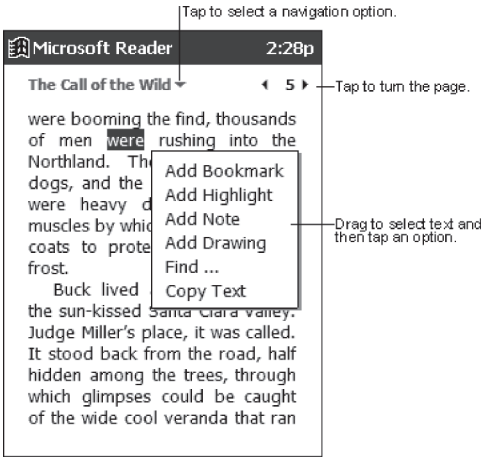
You can go to the Library by tapping **Library** on the Reader command bar. Or on a book page, tap the book title and then tap **Library** on the pop-up menu.

To open a book, tap its title in the Library list.



- Reading a Book

Each book consists of a cover page, an optional table of contents, and the pages of the book. Navigation options are listed in the bottom portion of the cover page. The first time you open a book, you'll probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open the book, you'll be automatically taken to the last page read.


Tap to select a navigation option.
Microsoft Reader
2:28p
The Call of the Wild
5
Tap to turn the page.
were booming the find, thousands of men were rushing into the Northland. Th
dogs, and the
were heavy d
muscles by whic
coats to prote
frost.
Buck lived
the sun-kissed Santa Clara Valley.
Judge Miller's place, it was called. It stood back from the road, half hidden among the trees, through which glimpses could be caught of the wide cool veranda that ran
Add Bookmark
Add Highlight
Add Note
Add Drawing
Find ...
Copy Text
Drag to select text and then tap an option.

In addition to the text, each book page includes a page number and book title.

You can also page through a book by using the Up/Down control on your Mondo.

- Using Reader Features

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described here:

- Search for Text. Find text in a book by tapping **Find** on the pop-up menu. Change the text that appears in the Find box, if necessary, and tap the desired Find option.The Reader finds the text and highlights it on the page. Tap outside the Find box to close it. To return to your original page, tap the title and then tap **Return** on the pop-up menu.
- Copy Text. You can copy text from a book into any program that accepts text. On a book page, select the text you want to copy. Then, tap **Copy Text** on the pop-up menu. The text you've copied can be pasted into the program of your choice.
- Bookmarks. When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, you can tap the bookmark icon to go to the bookmarked page.
- Highlights. When you highlight text, it appears with a colored background, just as if you used a marker pen.
- Notes. When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A note icon appears in the left margin. You can show or hide the note by tapping the icon.
- Drawings. When you add a drawing, a drawing icon appears in the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.

*To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.*

- Removing a Book

When you've finished reading a book, you may want to delete it to conserve space on your Mondo. If a copy of the book is stored on your desktop computer, you can download it again at any time. To remove a book from your Mondo, tap and hold the title in the Library list and then tap **Delete** on the pop-up menu.

• Pocket Streets

The Pocket Streets feature, included in Microsoft Expedia" Streets and Trips 2000, AutoRoute Express' Great Britain 2000, and Microsoft MapPoint' 2000, delivers thousands of miles of street map information to your Mondo. You can create custom maps of unfamiliar cities, towns, and villages.

- Installing Pocket Streets

Pocket Streets is included in the Extras folder on the ActiveSync CD. To install Pocket Streets on your Mondo, go to the PStreets folder in the Extras folder on the ActiveSync CD and follow the instructions in the Read Me file.

- Getting Maps on Your Mondo

Sample maps are included in the PStreets folder in the Extras folder on the ActiveSync CD. Use ActiveSync Explore to copy the files from your desktop computer to your Mondo. For more information on copying files using ActiveSync, see ActiveSync Help.

- Creating Map and Pushpin Files for Your Mondo

1- In Microsoft Expedia Streets and Trips 2000, AutoRoute Express Great Britain 2000, or Microsoft MapPoint 2000, draw a box around the area you want to save as a map.

2- On the **Tools** menu, click **Create Map For Pocket Streets**.

3- Click **Create**.

4- Navigate to the folder where you want to save the map, and then type a file name for the map.

5- Click **Save**. When you create a map, all visible Pushpins in the portion of the map that you selected are also exported.

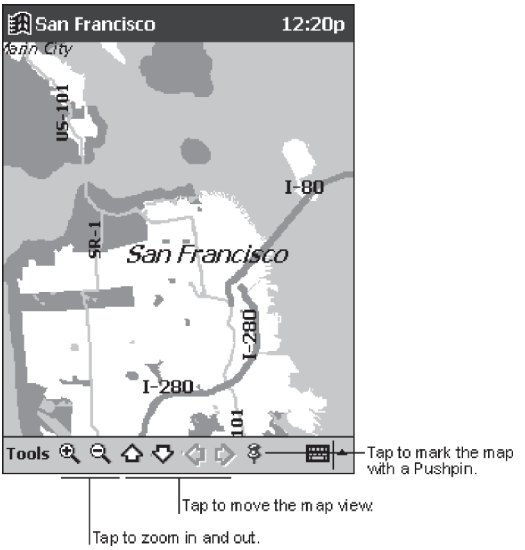
6- A map file and a corresponding Pushpin file are created for your Mondo.

7- Using ActiveSync, copy the maps (.mps) and/or Pushpin files (.psp) that you've created for use with Pocket Streets to the My Documents folder on your Mondo. For more information on using ActiveSync to copy files, see ActiveSync Help on the desktop computer.

- Viewing Maps

To open a map, Tap **Tools, Maps**, and then the name of the map you want to see. If you don't see the name, tap **Tools, Maps**, and then **Open Map**, select the folder where you stored the map, and then tap the name in the list.

For more information on using Pocket Streets, tap and then **Help**.



Pocket Internet Explorer

Use Pocket Internet Explorer to view Web pages in either of these ways:

- During synchronization with your desktop computer, download your favorite links, mobile favorites, and mobile channels that are stored in the Mobile Favorites subfolder in Internet Explorer on the desktop computer.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you'll need to create the connection first.

To switch to Pocket Internet Explorer, tap and then **Internet Explorer**.

• The Mobile Favorites Folder

Only items stored in the Mobile Favorites subfolder in the Favorites folder in Internet Explorer on your desktop computer will be synchronized with your Mondo. This folder was created automatically when you installed ActiveSync.

• Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Pocket Internet Explorer on your Mondo. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your Mondo, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the desktop computer.

• Mobile Favorites

If you are using Microsoft Internet Explorer 5 on your desktop computer, you can download mobile favorites. (You can install Microsoft Internet Explorer 5 from the Extras folder on the ActiveSync CD.) Synchronizing mobile favorites downloads Web content to your Mondo so that you can view Web pages while you are disconnected from your ISP and desktop computer.

Use the Internet Explorer 5 plug-in installed with ActiveSync to create mobile favorites quickly.

- To create a mobile favorite:

1- In Internet Explorer 5 on your desktop computer, click **Tools** and then **Create Mobile Favorite.**

2- To change the link name, enter a new name in the **Name** box.

3- Optionally, in **Update**, select a desired update schedule.

4- Click **OK**. Internet Explorer downloads the latest version of the Web page to your desktop computer.

5- If you want to download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop computer, right-click the mobile favorite and then click **Properties**. On the **Download** tab, specify the number of links deep you want to download. To conserve device memory, only go 1 level deep.

6- Synchronize your Mondo and desktop computer. Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer 5 are downloaded to your Mondo.

*If you did not specify an update schedule in step 3, you will need to manually download content to keep the information updated on your desktop computer and device. Before synchronizing with your Mondo, in Internet Explorer on your desktop computer, click **Tools** and then **Synchronize**. You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed.*

*You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer 5 on your desktop computer, click **View**, **Toolbars**, and then **Customize**.*

- To save Mondo memory:

Mobile favorites take up storage memory on your Mondo. To minimize the amount of memory used:

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds or stop some mobile favorites from being downloaded to the Mondo. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on the desktop computer, right-click the mobile favorite you want to change and then Properties. On the Download tab, specify 0 or 1 for the number of linked pages you want to download.

• Channels

Channels are Web sites designed specifically for offline viewing on your Mondo. You can subscribe to two types of channels at no fee: AvantGo Channels and mobile channels.

- Using AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. Unlike mobile channels, you can subscribe to AvantGo channels directly from your Mondo. Then, you synchronize your device and desktop computer or connect to the Internet to download the content. For more information, visit http://avantgo.com/help.

To sign up for AvantGo:

1- In ActiveSync options on the desktop computer, turn on synchronization for the AvantGo information type.

2- In Pocket Internet Explorer on your device, tap the Favorites button to display your list of favorites.

3- Tap the AvantGo Channels link.

4- Tap the Activate button.

5- Follow the directions on the screen. You will need to synchronize your Mondo with your desktop computer and then tap the My Channels button to complete the AvantGo setup.

When synchronization is complete, tap the AvantGo Channels link in your list of favorites to see a few of the most popular channels. To add or remove channels, tap the Add or Remove link.

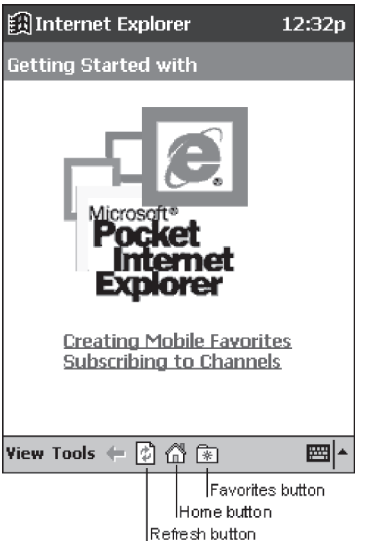
- Using Mobile Channels

Mobile channels are sites you subscribe to on your desktop computer. They are stored in the Channels subfolder in the Mobile Favorites folder in Internet Explorer 4.0 or later and are downloaded to your Mondo during synchronization.

To see a list of mobile channels you can subscribe to at no fee, visit the Windows CE Mobile Channel List Web page (http://www.microsoft.com/windowsce/channels). Click the **Add Mobile Channel** button and select **Make available offline** to download the channel to your desktop computer. The mobile channel will be transferred to your Mondo the next time you synchronize. For more information on synchronization, see ActiveSync Help on the desktop computer.

• Use Pocket Internet Explorer

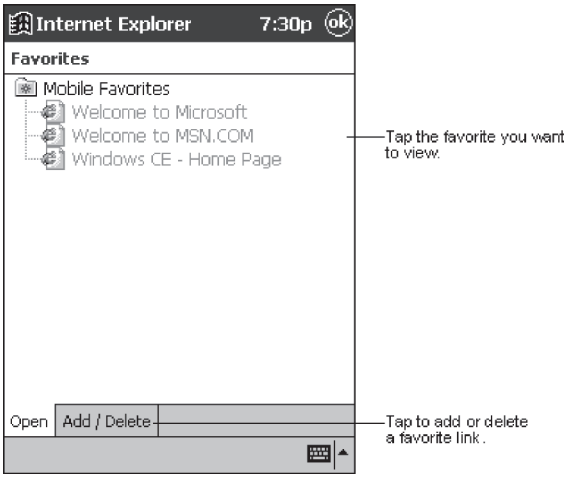
You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your Mondo without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.



To view mobile favorites and channels:

1- Tap the **Favorites** button to display your list of favorites.

2- Tap the mobile favorite or channel you want to view.



You'll see the page that was downloaded the last time you synchronized with your desktop computer. If the page is not on your Mondo, the favorite will be dimmed. You will need to synchronize with your desktop computer again to download the page to your Mondo or connect to the Internet to view the page.

To browse the Web:

1- Connect to the Internet or your network in either of the following ways:

- Connect using Connections. Then switch to Pocket Internet Explorer by tapping it on the menu.
- Connect in Pocket Internet Explorer. To select a service or type of connection, tap Tools and then Options. Tap the Connections tab and select the connection type. Then, whenever you want to connect to the selected service, tap Tools and then Connect.

You can have Pocket Internet Explorer automatically connect to the Internet when you attempt to access a page that is not stored on your Mondo by specifying a connection in the Connection tab in Options and selecting Access remote content automatically.

2- Once connected, go to a specific Web page in either of these ways:

- Tap the Favorites button and then tap the favorite you want to view.
- Tap View and then Address Bar. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap Go. Tap the arrow to choose from previously entered addresses.

3- To end the connection, tap Tools and then Disconnect.

*To add a favorite link while using the Mondo, go to the Web page you want to add, tap the **Favorites** button, tap the **Add/Delete** tab, tap the **Add** button, and enter a name for the favorite link.*

Getting Connected

You can use your Mondo to exchange information with other Windows-powered devices as well as your desktop computer, a network, or the Internet. Use the infrared (IR) port on your Mondo to send and receive files between two devices. In addition to using a cradle, cable, or IR port to connect your Mondo to your desktop computer, you can connect to your desktop computer while away from the office by using a remote connection. You can also connect your Mondo to a network or the Internet by using a remote connection. You have the following connection options:

• Connect to your Internet service provider (ISP). Once connected, you can send and receive e-mail messages by using Inbox and view Web pages by using Pocket Internet Explorer. If this is the method you want to use, see "Connect to an ISP". The communication software for creating an ISP connection is already installed on your Mondo. Your service provider will provide software needed to install other services, such as paging and fax services.

Please refer to the online help for further details on sending and receiving SMS messages.

• Connect to the network at your company or organization. Once connected, you can send and receive e-mail messages by using Inbox, view Web pages by using Pocket Internet Explorer, and synchronize with your desktop computer. If this is the method you want to use, see "Connect to Your Network".

• Connect to your desktop computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook data. If this is the method you want to use, see ActiveSync Help on your desktop computer or Connections Help on the Mondo.

• Transfer Items Using Infrared

Using infrared (IR), you can send and receive information, such as contacts and appointments, between two Windows-powered devices, and connect to the Internet through an infrared modem.

To send information:

1- Switch to the program where you created the item you want to send and locate the item in the list. If you want to send more than one item, drag the stylus across the items you want to send.

2- Align the IR ports so that they are unobstructed and within a close range.

3- Tap and hold the item, and tap Send via Infrared on the pop-up menu.

*You can also send items, but not folders, from File Explorer. Tap and hold the item you want to send, and then tap **Send via Infrared** on the pop-up menu.*

To receive information:

1- Align the IR ports so that they are unobstructed and within a close range.

2- Tap , Programs, and then Infrared Receive.

*You can also receive items from Tasks, Contacts, Calendar, and Notes by tapping **Tools** and then **Receive via Infrared** in list view.*

• Connect to an ISP

You can connect to your ISP by creating a modem connection. Once connected, you can send and receive e-mail messages and view Web pages.

- Choosing which type of modem:

There are 3 types of modem you can use to connect to the Internet:

1- An external modem that is connected by a cable to your Mondo.

2- An infrared modem that sends Web content to your Mondo by infrared.

3- The built-in GSM modem. Using the GSM modem means you can connect to the Internet any time, anywhere: exactly the way a mobile phone works.

- To create a modem connection to an ISP:

1- Get the following information from your ISP: ISP dial-up access telephone number, user name, password, and TCP/IP settings. Some ISPs require information in front of the user name, such as MSN/username.

2- Tap and then Settings. On the Connections tab, tap Modem.

3- Tap New connection.

4- Enter a name for the connection, such as "ISP Connection".

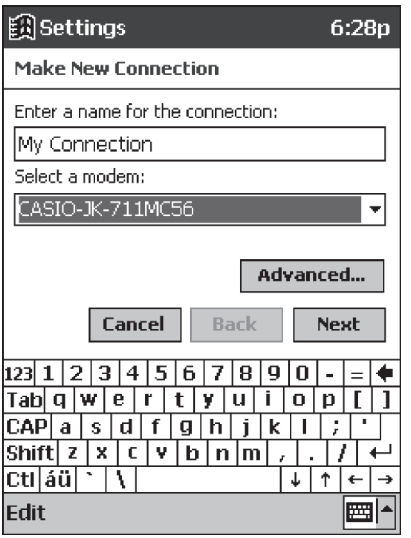
5- In the Select a modem list, select Trium Mondo. If you are using an infrared modem, select Generic IRDA modem. If you are using an external modem that is connected to your Mondo with a cable, select Hayes Compatible on COM1.

6- You should not need to change any settings in Advanced. Most ISPs now use a server-assigned address. If the ISP you are connecting to does not use a server-assigned address, tap Advanced and then the TCP/IP tab and enter the address. When finished, tap OK and then Next.

7- Enter the access phone number, and tap Next.

8- Select other desired options, and tap Finish.

9- On the Dialing tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create. For the Trium Mondo modem, select Mondo.



Once you have created the connection, it appears in , Programs, Connections. To start the connection, remove your Mondo from the cradle, tap the connection icon, enter your user name and password, and tap Connect. Once connected, you can:

- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see "Connect Directly to an E-mail Server", later in this chapter.
- Visit Web pages by using Pocket Internet Explorer.

You can quickly return to Modem Settings to change connection settings by tapping the Modem link at the bottom of the Connections folder. To return to the Connections folder, tap the Connections link.

• Connect to Your Network

If you have access to a network, you can send e-mail messages, view intranet pages, synchronize your Mondo, and possibly access the Internet. You can connect to your network in one of two ways:

- Create a modem connection by using a RAS account. Before you can create this modem connection, your network administrator will need to set up a RAS account for you. If this is the method you want to use, see "To create a modem connection to a network".

To create a modem connection to a network:

1- Get the following information from your network administrator: dial-up access telephone number, user name, password, domain name, and TCP/IP settings.

2- Tap and then Settings. On the Connections tab, tap Modem.

3- Tap New connection.

4- Enter a name for the connection, such as "Company Connection".

5- In the Select a modem list, select Trium Mondo. If you are using an external modem that is connected to your Mondo with a cable, select Hayes Compatible on COM1.

6- You should not need to change any settings in Advanced. Most servers now use a server-assigned address. If the server you are connecting to does not use a server-assigned address, tap Advanced and then the TCP/IP tab and enter the address. When finished, tap OK and then Next.

7- Enter the access phone number, and tap Next.

8- Select other desired options, and tap Finish.

9- On the Dialing tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

For the Trium Mondo modem, select Mondo.

Once you have created the connection, it appears in , Programs, Connections. To start the connection, remove your Mondo from the cradle, tap the connection icon, enter your user name, domain, and password, and tap Connect. Once connected, you can:

- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see "Connect Directly to an E-mail Server," later in this chapter.
- Visit Internet or intranet Web pages by using Pocket Internet Explorer. You may need to set up a proxy server to visit Internet Web pages. For more information on setting up a proxy server, see Pocket Internet Explorer Help on the Mondo.
- Synchronize. For more information, see ActiveSync Help on the desktop computer.

• End a Connection

If you started the connection from a program, such as Inbox or Pocket Internet Explorer, disconnect from that program first. Then, tap and then **Today**. Tap or at the bottom of the screen and then **Disconnect.** To end a network connection, remove the card from your Mondo.

• Connect Directly to an E-mail Server

You can set up a connection to an e-mail server so that you can send and receive e-mail messages by using a modem or network connection and Inbox on your Mondo.

The ISP or network must use a POP3 or IMAP4 e-mail server and an SMTP gateway. Inbox does not currently support connecting with proprietary e-mail protocols, such as AOL and MSN™. However, you can still access the Internet through these services. There may be third-party programs available that would enable you to send and receive e-mail messages through proprietary protocols.

You can use multiple e-mail services to receive your messages. For each e-mail service you intend to use, first set up and name the e-mail service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

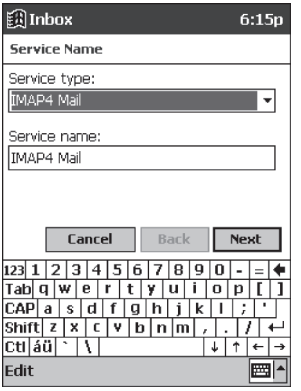
Please refer to the online help for further details on sending and receiving SMS messages.

To set up a e-mail service:

1- In Inbox on your Mondo, tap **Services**, and then **New Service**.

2- Select POP3 or IMAP4 as the service type, name the service, and tap **Next**. For information on which service type to select, ask your ISP or network administrator.

3- If you have created a connection you want to use, select it from the Connection list. If you have not, select **Create new connection** and follow the steps in the wizard. When you return to this screen at the end of the wizard, select the connection you created from the **Connection** list.



A wizard will walk you through the remaining steps. For an explanation of a screen, tap **Start** and then **Help**. When finished, tap **Services** and then **Connect** to connect to your e-mail server. For more information on using the Inbox program, see "Inbox: Sending and Receiving E-mail Messages".

• Get Help on Connecting

More information on the procedures described here, as well as information on additional procedures, can be found in the following locations:

- "Inbox: Sending and Receiving E-mail Messages".
- Online Help on the Mondo. Tap and then **Help**. Tap **View**, **All Installed Help**, and then **Inbox** or **Connections**.
- ActiveSync Help on the desktop computer. In ActiveSync, click **Microsoft ActiveSync Help** on the **Help** menu.
- Appendix B: Troubleshooting.

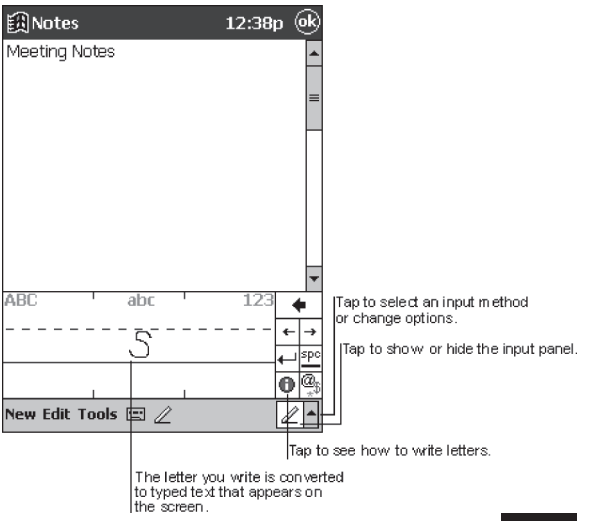
Appendix A: CharacterRecognizer

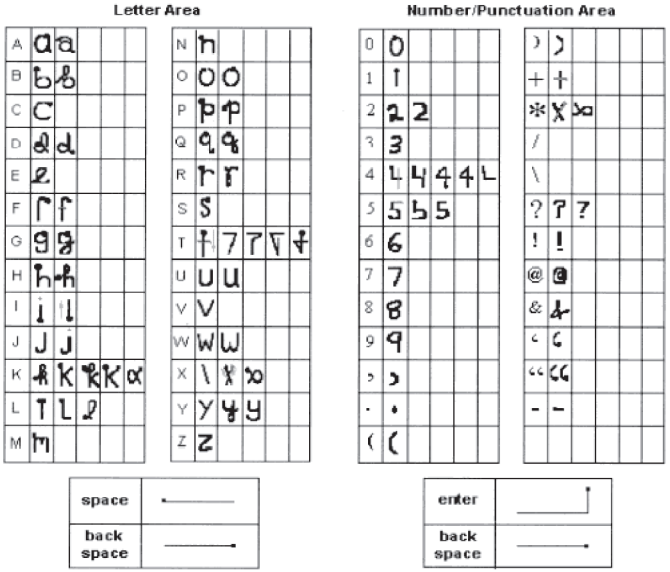
Using Character Recognizer, you can write characters directly on your Mondo screen with your stylus, just as you would on a piece of paper. The characters you write are translated into typed text. Use Character Recognizer anywhere you want to enter text, for example, to write a note or to fill in fields in a dialog box.

The default writing mode for Character Recognizer is lowercase (Jot-compatible) mode. In this mode, you write characters in lowercase. The chart at the end of this appendix contains examples of how to write characters in lowercase mode. You can also choose to write in uppercase (Graffiti-compatible) mode. In this mode, you write characters in uppercase. If you prefer to write in uppercase mode, tap **Uppercase Mode** in **Options** on the input method menu. Whether a letter appears in uppercase or lowercase when it is converted to typed text depends on where in the input panel you write it, not on the mode you have selected.

The Character Recognizer input panel is divided into three writing areas. Letters written in the left area (labeled **ABC**) creates uppercase letters, and letters written in the middle area (labeled abc) creates lowercase letters. Use the right area (labeled **123**) for writing numbers, symbols, special characters, and punctuation.

The following chart is a partial display of the characters you can write while in lowercase mode (the dot on each character is the starting point for writing). Remember that even though you write a letter in its lowercase form, the case of the text that is displayed depends on where you write the letter. For example, if you write a lowercase "a" in the **ABC** area, an uppercase "A" is displayed on the screen.





For more information on using Character Recognizer and for demos of all characters, tap on the Character Recognizer input panel.

Appendix B: Troubleshooting

• Reset the Mondo and clear memory

- To reset the Mondo:

You can perform a soft reset or a full reset. If your Mondo responds slowly, stops responding as expected, or "freezes," try soft resetting it. A soft reset causes the Mondo to restart and re-adjust memory allocation. Unsaved data in open windows may be lost.

Use the stylus to press and hold the Reset button for about two seconds.

- To clear memory:

Warning: Clearing memory deletes all data and restores the Mondo to its default settings. Programs installed at the factory remain, while data you have created and programs you have installed are erased.

1- Turn the Mondo on.

2- Remove the main and backup batteries, wait 5 minutes, and then reinsert them.

Use ActiveSync to keep a backup of your Mondo data so that if you need to clear memory, you can restore the data on your Mondo. For more information, see ActiveSync Help.

• Batteries lose power

When batteries are low, you will see a battery icon in the status bar of the Today screen. Replace or recharge low batteries as soon as possible. When main batteries are discharged, your data will be preserved by the backup battery. If the backup battery is discharged, you run the risk of losing the data on your Mondo.

You want your Mondo battery charge to last as long as possible, especially when you're on the road. Under normal conditions, you can get many hours of use from a single set of batteries or from a full charge. Here are a few tips to help you get the most from them.

- Use external power whenever possible

Use the AC adapter to plug your Mondo into external power whenever possible, especially when:

- Establishing a remote connection.
- Using the backlight feature of your Mondo display.
- Connecting to a desktop computer.

- Shorten auto-suspend time

While on battery power, your Mondo automatically suspends operation if you haven't touched the hardware buttons or used the stylus for a specified period. Maximize battery life by shortening the time.

Tap and then Settings. On the System tab, tap Power, and then adjust the On battery power setting.

- Turn off sounds you don't need

The Mondo produces sounds in response to a number of events, such as warnings, appointments, and screen taps or hardware-button presses. To optimize battery life, turn off any sounds you don't need. Tap and then **Settings**. On the **Personal** tab, tap **Sounds & Reminders** and clear check boxes on the **Volume** and **Reminders** tabs.

- Turn off notification light

Tap and then **Settings**. On the **Personal** tab, tap **Sounds & Reminders**. On the **Reminders** tab, clear the **Flash light for** check box.

• If you forget your password

If you forget your password, you'll need to clear memory on the Mondo. See "Reset the Mondo and clear memory", earlier in this appendix.

• If you run out of Mondo memory

Memory on your Mondo is shared between storage memory and program memory. Storage memory is used to store the information you create and programs you install. Program memory is used to run programs on your Mondo. Mondo automatically manages the allocation between storage and program memory. However, in some situations, such as when memory is low, Mondo may not be able to automatically adjust the allocation. If you receive a message stating that storage or program memory is unavailable, try the following solutions.

- Storage memory

- Set programs such as Notes, Pocket Word, and Pocket Excel to automatically save new items on the storage card. In the program, tap **Tools** and then **Options**.
- If you are copying files from your desktop computer or another device to your Mondo, try adjusting the slider in the **Memory** setting. Tap and then **Settings**. On the **System** tab, tap **Memory** and check whether the slider can be adjusted manually before copying files.
- Delete unnecessary files. Tap , **Programs**, and then **File Explorer**. Tap and hold the file, and then tap **Delete** on the pop-up menu. To find your largest files, tap and then **Find**. In the **Type** list, tap **Larger than 64 KB**, and then tap **Go**.
- In Internet Explorer options, delete all files and clear history. In Internet Explorer, tap **Tools** and then **Options**. Tap **Delete Files** and **Clear History**.
- Remove programs you no longer use. Tap and then **Settings**. On the **System** tab, tap **Remove Programs**. Tap the program you want to remove and then **Remove**.
- Clear program memory as described in the following section. This will free some program memory so that it can be allocated to storage memory.

- Program memory

- Stop programs you are not currently using. In most cases, programs automatically stop to free needed memory. However, in some situations, such as when confirmation dialog boxes are waiting for a user response, the program may not be able to automatically stop. To check the state of your active programs, tap and then **Settings**. On the **System** tab, tap **Memory** and then the **Running Programs** tab.

Tap the program you want to view and then tap Activate. Close any open windows or messages and return the program to list view. If this doesn't work, you can stop the program manually. First, make sure that your work is saved by closing open items and returning the program to list view. Then, stop the program by tapping **Stop** or **Stop All** on the **Running Programs** tab.

- Clear storage memory as described in the preceding section. This will free some storage memory so that it can be allocated to program memory.
- Reset your Mondo, as described in "Reset the Mondo and clear memory", earlier in this appendix.

• Screen freezes or responds slowly

Reset your Mondo. See "Reset your Mondo and clear memory", earlier in this appendix.

• Screen is blank

If your Mondo doesn't respond when you briefly press the Power button, press and hold the button for a full second. If that doesn't work:

- Make sure your battery cover is locked and all expansion slots are secured.
- Plug the Mondo into AC power.
- Change or recharge the main batteries and backup battery.
- Adjust the display contrast. On some skylarks, the screen can darken or lighten to the point that it appears to be powered off.
- Reset the Mondo. See "Reset the Mondo and clear memory", earlier in this appendix.

• Screen is dark

Prolonged exposure to direct sunlight may cause your Mondo screen to temporarily darken. This is normal for LCD screens and is not permanent.

• Screen is hard to read

If you're having a hard time viewing a document in Notes, try changing the size of the view. To do this, tap a zoom percentage on the **Tools** menu. In Pocket Word and Pocket Excel, on the **View** menu, tap **Zoom** and then select a zoom percentage. In Pocket Internet Explorer, on the **View** menu, tap **Text Size** and then select a size.

If you're having a hard time viewing Pocket Outlook data, try enlarging the display font. To do this within Calendar, Tasks, or Contacts, tap **Tools**, then **Options**, and then select **Use large font**.

• Inaccurate response to stylus taps

Adjust the touch screen to respond more accurately to screen taps. Tap and then **Settings**. On the **System** tab, tap **Align Screen**.

• Slow or no response

Reset your Mondo. See "Reset the Mondo and clear memory", earlier in this appendix.

• Infrared (IR) connection problems

If you are unable to use IR to transfer information, try the following:

- Transfer only one file or no more than 25 contact cards at a time..
- Line up the IR ports so that they are unobstructed and within a close range.
- Make sure nothing is between the two IR ports.
- Adjust the room lighting. Some types of light interfere with IR connections. Try moving to a different location or turning off some lights.

• Modem connection problems

You may encounter the following problems when using a modem. Additional troubleshooting information is available in Connections Help on the Mondo and ActiveSync Help on the desktop computer.

- Can't dial out

- Remove your Mondo from the cradle. You cannot connect using a modem if your Mondo has an active connection with the desktop computer.
- Please refer to the online help for further details on Trium Mondo modem connections.
- Verify that the modem is firmly seated and connected to your Mondo and the telephone jack.
- Make sure the telephone line is analog (Analog telephone lines transmit data in analog instead of digital form. Your home telephone line is most likely analog, while office telephone lines are often digital).
- If you create a modem connection for an external modem, select Hayes Compatible on COM1 as your modem. If you are using a modem card, select the modem card as your modem.
- To use an external modem, you need to use a NULL modem cable and appropriate adapters to connect the external modem to your Mondo.
- Make sure the modem is waiting for a dial tone. Tap and then Settings. On the Connections tab, tap Modem. Tap your connection and tap Next. Make sure Wait for dial tone before dialing is selected.
- For international calls, allow more time for the call to go through. Tap and then Settings. On the Connections tab, tap Modem. Tap your connection and tap Next. Clear Cancel the call if not connected within or increase the number of seconds allowed. For information on dialing patterns, see Connections Help on the Mondo.

- Can dial out but can't make a proper connection

- Make sure the network to which you are trying to connect supports the Point-to-Point Protocol (PPP). Your Internet service provider or network administrator can verify this.
- Verify that the location is correct. Tap and then Settings. On the Connections tab, tap Modem. On the Dialing tab, make sure that Location reflects your current location. Tap Dialing Patterns to make sure the correct sequence of numbers is being dialed. For information on dialing patterns, see Connections Help on the Mondo.

- Verify that you are using the right phone number for the modem you are trying to reach. Tap and then **Settings**. On the **Connections** tab, tap **Modem**. Tap the connection and then **Next** and double-check the phone number you are trying to reach.
- Please refer to the online help for further details on Trium Mondo modem connections.

- Connection is unreliable

- Make sure the modem is firmly seated and connected to your Mondo and the telephone jack.
- Disable call waiting. Tap and then **Settings**. On the **Connections** tab, tap **Modem**. On the **Dialing** tab, select **Disable call waiting**. Then enter the disable code specified by your telephone company.

• Cable and cradle connection problems

The following solutions may help if you encounter problems when connecting to your desktop computer. Additional troubleshooting information is available in Connections Help on the Mondo and ActiveSync Help on the desktop computer.

- Ensure the Mondo is turned on.
- If a modem or Ethernet card is inserted into your Mondo, remove it.
- Ensure that you do not have any other active connections. Tap and then **Today**. Tap or at the bottom of the screen and then **Disconnect**.
- Ensure the cable is securely plugged into the COM port on the back of your desktop computer. Use the cable that came with the Mondo without any extra cables or extenders attached.
- Plug the other end of the cable securely into the correct port on your Mondo. If you are using a cradle, push your Mondo securely into the cradle.

Appendix C: Hardware Specifications

Feature	Mondo
PDA module: Processor	Intel SA-1110 CPU.
Memory	SDRAM 16MB; FlashROM: 8MB (standard) or 16 MB; ROM 16MB.
LCD module	3.8" 240x320 graphic in 0.24mm pitch QVGA; B/W 16 gray STN Semi-Transmission.
Buttons	Four programmable buttons (one GSM and 3 Windows CE AP buttons); power and back light control; jog wheel for scroll up, down, action; one side but ton.
Stylus	95mm, maximum diameter 5mm.
Notification	One GSM LED for event standby; one PDA LED for event alarm, charge; Vibration motor.
Audio	Built-in Microphone, speaker and buz zer; one earphone/mik jack with ste reo sound; MP3 stereo.
Power	Talk: 4 hours; standby: 100 hours; rechargeable battery, Li-Ion; 3.7V 900 mAh; backup battery: CR2032; AC adapter 90-240VAC, 5V/2A 10W; built-in charger.
Accessories	AC adapter; RS232 synching cable; ear plug; service kit; protective carry case; cradle: DC jack, serial port, USB slave.